

GENERAL FUND REVENUES FY2021/22

Account	Description	2020	2021		2022	
		Actual Revenue	Adopted Budget	Amended Budget	Department Requested	Manager Approved
41 - Taxes:						
001.00.0000.5.41002.00000	Current Levy	77,238,290	78,789,139	78,789,139	83,453,870	83,612,102
001.00.0000.5.41010.00000	Supplemental Motor Vehicles	812,725	700,000	700,000	700,000	700,000
Various	Back Taxes/Interest/Suspense Taxes	1,174,595	692,000	692,000	735,000	735,000
001.00.0000.6.41601.00000	Elderly Housing	51,814	51,813	51,813	52,945	52,945
	Total Taxes	79,277,425	80,232,952	80,232,952	84,941,815	85,100,047
42 - Licenses, Permits, & Other:						
001.05.0511.1.42151.00000	Town Clerk Fees	436,152	330,000	330,000	330,000	330,000
001.05.0511.1.42152.00000	Town Clerk Dog License Fees	9,726	11,000	11,000	11,000	11,000
001.05.0505.1.42153.00000	Passport Fee	10,520	16,000	16,000	12,000	12,000
001.10.1014.1.42201.00000	Building Inspection Fees	446,398	375,000	375,000	475,000	500,000
001.10.1014.1.42202.00000	Planning Fees	22,117	18,000	18,000	18,000	18,000
001.10.1016.1.42251.00000	Zoning Board of Appeals	2,990	3,000	3,000	3,000	3,000
001.15.1530.1.42271.00000	Animal Control Fees	1,637	1,000	1,000	1,000	1,000
001.15.1530.1.42272.00000	Animal Control Rent	5,820	5,820	5,820	5,820	5,820
001.15.1531.1.42304.00000	Outside Fire Services	625	8,000	8,000	8,000	8,000
001.15.1532.1.42301.00000	Police Services	41,558	40,000	40,000	45,000	45,000
001.15.1532.1.42302.00000	Police Services to Other Agencies	19,927	20,000	20,000	20,000	20,000
001.15.1532.1.42303.00000	Outside Police Services	393,087	346,800	346,800	362,005	362,005
001.20.2036.1.42351.00000	Engineering and Public Works	24,752	11,000	11,000	8,000	8,000
001.20.2036.1.42352.00000	Scrap Metal	20,934	15,000	15,000	12,000	12,000
001.25.2542.1.42401.00000	Park and Recreation	56,766	145,000	145,000	145,000	145,000
001.25.2543.1.42451.00000	Golf Course Revenue	615,412	587,221	587,221	800,352	800,352
001.25.2543.1.42453.00000	Golf Restaurant Rent	18,338	26,197	26,197	46,480	46,480
001.25.2543.1.42454.00000	Golf Course Season Pass Revenue	142,280	157,722	157,722	128,820	128,820
001.25.2543.1.42455.00000	Golf Pro Rent	2,770	2,770	2,770	2,770	2,770
001.25.2543.1.42501.00000	Golf Cart Revenue	388,085	400,012	400,012	370,107	370,107
001.25.2544.1.42601.00000	Berlin-Peck Memorial Library	5,778	8,100	8,100	500	500
001.25.2544.1.42602.00000	Library Copy Fees	585	0	0	800	800
001.30.3053.1.42651.00000	Nursing-Summer/FieldTrips	8,203	12,102	12,102	6,000	6,000
001.30.3055.1.42902.00000	Senior Center	4,420	6,250	6,250	6,360	6,360
001.30.3053.1.42907.00000	Berlin Public Health Nursing	820,191	1,012,000	1,012,000	1,012,000	800,000
	Total Licenses, Permits, etc.	3,499,068	3,557,994	3,557,994	3,830,014	3,643,014
43 - School Grants:						
001.35.3560.2.43101.00000	Private Schools	18,948	-	-	-	-
001.35.3560.2.43501.00000	Education Equalization	5,935,643	5,870,600	5,870,600	5,870,600	5,870,600
	Total School Grants	5,954,591	5,870,600	5,870,600	5,870,600	5,870,600

Account	Description	Actual Revenue	Adopted Budget	Amended Budget	Department Requested	Manager Approved
44 - Other State Grants:						
001.00.0000.6.44151.00000	In Lieu of Taxes	6,108	6,108	6,108	6,108	6,108
001.00.0000.6.44201.00000	PILOT-New Britain Stadium	25,000	25,000	25,000	25,000	25,000
001.00.0000.2.44355.00000	Municipal Stabilization Grant	258,989	258,989	258,989	258,989	258,989
001.00.0000.2.44451.00000	Additional Veteran Exemption	9,498	9,800	9,800	9,800	9,800
001.00.0000.6.44551.00000	Friends Against Drugs	4,153	3,300	3,300	3,300	3,300
001.30.3055.2.44701.00000	Child and Youth Services	24,819	24,734	24,734	24,734	24,734
001.05.0505.2.44801.00000	State & Federal Grants	462,548	25,000	40,722	25,000	25,000
001.15.1532.2.44851.00000	Police Overtime Grant	14,740	50,000	50,000	68,000	68,000
001.05.0507.2.45502.00000	Disability Social Security	3,069	3,000	3,000	3,000	3,000
	Total Other State Grants	808,924	405,931	421,653	423,931	423,931
45 - Other Services & Earnings on Invest.:						
001.00.0000.7.45101.00000	Interest on Investments	817,907	500,000	500,000	55,000	55,000
001.00.0000.8.45201.00000	Refund of Expenditures	724	10,000	10,000	10,000	10,000
001.00.0000.8.45301.00000	Sale of Land, Labor, Materials	7,646	7,500	7,500	7,500	7,500
001.25.2541.6.45302.00000	Mobile Home Rent	57,895	57,600	57,600	57,600	57,600
001.00.0000.6.45401.00000	Cell Phone Tower Rent	108,570	106,845	106,845	110,050	110,050
001.00.0000.6.45501.00000	Other Receipts	59,146	10,000	10,000	10,000	10,000
001.00.0000.6.45601.00000	Telephone Access Line Share	42,485	37,000	37,000	32,000	32,000
001.00.0000.8.45603.00000	Bond Premium	0	250,000	250,000	-	-
	Total Other Serv. & Earnings	1,094,374	978,945	978,945	282,150	282,150
46 - Transfers from Other Funds:						
001.00.0000.9.46001.00000	Transfer from Other Funds	645	0	0	-	-
001.00.0000.9.46110.00000	Water Control Commission - Other	4,500	4,500	4,500	4,500	4,500
	Total Transfers	5,145	4,500	4,500	4,500	4,500
Total Revenues excluding Fund Bal.		90,639,527	91,050,922	91,066,644	95,353,010	95,324,242
49 - Fund Balance Activity:						
001.00.0000.8.49200.00000	Use of Fund Balance	0	0	252,992	0	-
001.00.0000.8.49202.00000	Fund Balance Designated for future years	0	100,000	100,000	300,000	300,000
001.00.0000.0.49202.00000	Fund Balance Designated for debt service	0	140,000	140,000	-	-
001.00.0000.8.49203.00000	Fund Balance Designated for pension funding	0	185,000	2,185,000	2,395,640	2,395,640
		0	425,000	2,677,992	2,695,640	2,695,640
Total Revenues incl. Fund Balance		90,639,527	91,475,922	93,744,636	98,048,650	98,019,882

Current Levy	83,453,870	Proposed tax revenue to be collected based on 10/1/20 grand list multiplied by the mill rate set by the Board of Finance. A 99.3% collection rate has been applied which is flat to prior fiscal year and strong by regional and state standards. Note that this figure basically represents the difference between budgeted expenses and budgeted revenues other than the current levy and is the last number to be finalized in the budget process.
Supplemental Motor Vehicles	700,000	This is the tax on vehicles purchased after the October 1, 2019 grand list was finalized. These vehicles were not taxed during FY20 even though the vehicle was registered in Berlin during FY20. This tax is collected in January of the following fiscal year. This account is being budgeted flat to the prior year budget because of COVID-19 uncertainty in the auto market.
Back Taxes/Interest/Suspense Taxes	735,000	This is the projected collection of taxes charged but not paid in prior fiscal years. It includes the statutory interest charged on outstanding taxes (1.5% per month). Personal property and motor vehicle taxes suspended in prior years but collected during the budget year are also included in this amount. As the Town avails itself of the option of a tax sale, the amount of available back taxes declines. With the current COVID-19 conditions, the Town is not expected to collect back taxes at the same level as recent history (last three years have been particularly strong and that is not budgeted to repeat at the same level).
Elderly Housing	52,945	Represents PILOT payments for Marjorie Moore and Percival Heights housing complexes. The Berlin Housing Authority makes an annual payment to the Town based on the assessed value of the housing multiplied by the mill rate less utilities paid (for Marjorie Moore) or 10% of the rental income base minus utility costs (for Percival Heights). The estimate is based on current assessed value minus an estimate of utilities based on prior year. This value will fluctuate as the mill rate changes. As the mill rate is unknown at this point, this budget is being kept consistent with prior actual collections.
Town Clerk Fees	330,000	Town Clerk Fees include items such as conveyance taxes, land record recordings, and other license fees. These fees fluctuate with economic conditions.
Town Clerk Dog License Fees	11,000	The Dog License fee represents the gross collections; the state's portion is budgeted as an expenditure in the Animal Control budget.
Passport Fee	12,000	Revenue for the Sale of passports at the Berlin-Peck Library
Building Inspection Fees	475,000	Over the past few years, a few larger projects have increased the amount achieved in this revenue line. Based on the combination of large development projects in the upcoming fiscal year partially offset by the completion of large development projects in the current fiscal year, the budget is being increased by \$100,000. This budget also relies on additional building inspection staff to handle the increased volume corresponding to the increased revenue.
Planning Fees	18,000	Planning & Building Inspection/Zoning Board of Appeals: Includes fees related to building permits and inspections. This budget was held flat to the prior budget because of the uncertainty that the volume of higher value projects will repeat under current economic conditions.
Zoning Board of Appeals	3,000	
Animal Control Fees	1,000	Represents various fees collected by Animal Control Officers.
Animal Control Rent	5,820	The rent is for use of the Berlin ACO facility by the Town of Cromwell who does not have enough space in their facility.
Outside Fire Services	8,000	Payments from organizations outside of the Town of Berlin (within and outside of the Town's borders) who receive fire services (i.e., GHO, Berlin Fair)
Police Services	45,000	Encompasses fees for permits/copies/reports/registrations/false alarms and other fines

Police Services to Other Agencies	20,000	Includes fees charged in support of internal requests for Police presence.
Outside Police Services	362,005	Outside Police Services revenue reflects a \$30,000 reduction from the Police submission to account for Berlin Fair fees that are anticipated to be waived by the Town Council. There is a corresponding expenditure budgeted in the Extra Duty Officer line item in the police budget.
Engineering and Public Works	8,000	Various fees charged for engineering & wetland services provided by the Town.
Scrap Metal	12,000	Scrap metal revenue is driven by market prices. The market fluctuates significantly. The FY21 budget is down slightly to the FY20 budget.
Park and Recreation	145,000	This category encompasses revenue collected for various programs offered by Park and Recreation. This revenue is at risk of being impacted by COVID-19 closures (programs, pool). The FY22 budget reflects a return to more normal programs and services that are expected to be offered in the summer 2021 thru spring 2022 (spring 2022 is the largest revenue source for the budgeted fiscal year).
Golf Course Revenue	800,352	Daily green's fees charged to golfers.
Golf Restaurant Rent	46,480	Rent payments for the use of restaurant space paid according to the lease.
Golf Course Season Pass Revenue	128,820	Season pass revenue (normally collected Feb-Apr each year).
Golf Pro Rent	2,770	Rent paid by the golf pro to use portions of the Timberlin facility and grounds for revenue generating ventures for the which the Town does not realize any financial benefit.
Golf Cart Revenue	370,107	Revenue from the sale of golf carts for daily use. 6% of the revenue of shared with golf pro per the terms of the pro's contract with the Town.
Berlin-Peck Memorial Library	500	Fees and fines charged based on resident activity.
Library Copy Fees	800	Represents fees (such as late fees, meeting room fees or program fees) collected by the library.
Nursing-Summer/FieldTrips	6,000	Summer School Programs & Field Trips involve nursing services provided by school nurses for various field trips as well as for summer school. The Nursing Department bills the Board of Education for these services. The related expenditures (salary and benefits) are reported in Department 61 and this revenue item is an equal offset to those expenditures. This line item is flat to the prior year budget.
Senior Center	6,360	Represents fees including non-resident fees, copier fees, class fees and room rental fees
Berlin Public Health Nursing	1,012,000	Federal, State and insurance reimbursement for services provided to VNA patients.
Private Schools	-	Represents the Non-Public Health Services Grant and is a capped grant. This grant is subject to rescission and will be monitored throughout the budget process.
Education Equalization	5,870,600	The major source of state funding for municipalities. This is received from the State Department of Education based on town wealth. The budgeted amount reflects the Governor's proposed funding level. As the Governor and Legislature work through the session, this figure will likely be in flux.
In Lieu of Taxes	6,108	PILOT payment for property tax loss on state-owned real property.
PILOT-New Britain Stadium	25,000	Payment from the City of New Britain for taxes on the parking lot portion of New Britain Stadium. A new agreement was signed in November 2015, providing a \$25,000 payment in lieu of taxes payment from New Britain to Berlin through fiscal year 2021.
Municipal Stabilization Grant	258,989	Grant was introduced in fiscal year 2019 and lessens the burden of ECS reductions.
Additional Veteran Exemption	9,800	This is reimbursement from the state for tax reductions for qualified veterans. It is based on total assessed value of eligible property times the mill rate. This number is not finalized until after the Grand List is signed in January.
Friends Against Drugs	3,300	Anticipated by Community Services to be the same as prior year budget.

Child and Youth Services	24,734	This category is comprised of state grants for youth service programs. The amount budgeted represents the standard youth services grant from the State Department of Education. Per Doug Truitt, Youth Services Director, at this point the contribution will come from DCF instead of SDE but it is still expected that the Town will receive the \$14,000 minimum. There is also a Youth Services Enhancement grant of \$10,734.
State & Federal Grants	25,000	This category includes smaller grants and reimbursements. This category includes money received from the state Judicial Department under the program to distribute revenue collected on certain state statutes (fines for parking, littering, vandalism and motor vehicle violations) to the towns. The remainder of this budget is for miscellaneous reimbursements received from the State Department of Public Safety for various police training activities. This line item is being budgeted essentially flat to FY19 actual.
Police Overtime Grant	68,000	This line item includes grants from the State for seatbelt, distracted driving, speed and DUI enforcement purposes and is an offset to related overtime expenditures in the police budget plus a ten percent factor for taxes and workers comp insurance benefits the state covers
Disability Social Security	3,000	This is reimbursement from the state for tax reductions for qualified disabled taxpayers. It is based on total assessed value of eligible property times the mill rate. This number is not finalized until after the Grand List is signed in January.
Interest on Investments	55,000	Interest on the Town's cash and investment accounts. Based on public comments from the Federal Reserve, interest rates are expected to remain at historic lows at least into calendar 2023. The budget reflects an assumption that average interest earned will be 0.10% and average monthly cash balance will be \$55,000,000 (consistent with current conditions and historical cashflow patterns).
Refund of Expenditures	10,000	Encompasses miscellaneous receipts to the Town such as refunds of overpaid expenses or reimbursed expenses that do not fit into another category. This account fluctuates from year to year and is being budgeted flat to the prior year budget.
Sale of Land, Labor, Materials	7,500	Proceeds of sales/rentals of various town-owned property.
Mobile Home Rent	57,600	Rents paid on the units in the Mobile Home Park. Expenditures related to the Park that are easily broken out are included in Department 41. Other expenses (such as snowplowing) which are more difficult to break out specific to the Park are included within the various department budgets. This rent is calculated at \$300 per unit per month for 16 units.
Cell Phone Tower Rent	110,050	Represents cell phone tower rental fees based on contracted increases. T-Mobile & Sprint merger reduced rent, but contracted increases from the remaining carriers offset this revenue loss.
Other Receipts	10,000	Miscellaneous receipts not fitting another category, such as forfeitures from the flexible spending account. FY20 budget is based on the prior year budget.
Telephone Access Line Share	32,000	The state requires (CGS 12-80a) telecommunication companies to make a PILOT payment to towns in March of each year based on a calculation OPM does based on the value of personal property they own. The budget is based on the prior year budget minus \$5,000 for assumed depreciation impact.
Bond Premium	-	Amount was established by the Board of Finance upon adoption of the FY2021 GF budget. Per bond counsel, bond premium is intended, per Statutes, to be used for additional capital projects or to retire debt. Based on bond counsel guidance, this amount is budgeted at \$0.
Transfer from Other Funds	-	
Water Control Commission - Other	4,500	Rent paid for the space used by Water Control (\$4500 annually).

Represents the appropriation of unassigned fund balance to cover contingency budgeted in the Townwide department.

It is critical that the Town move away from the practice of including fund balance as an offset in the annual budget. Maintaining an appropriate fund balance is critical to:

Fund Balance Designated for future years

300,000

1. offset potential recessionary conditions, cost shifted to the Town from the State;
2. offset costs from unexpected disasters/pandemics;
3. fund capital projects with reimbursable grant provisions; and
- 4 provide resources for the Town to take advantage of favorable capital asset acquisition terms.

Fund Balance Designated for debt service

- Assignment of fund balance for bonded projects when the bond ordinance is adopted late in the budget process.

Fund Balance Designated for pension funding

2,395,640

Fund the actuarial-determined contribution (ADC). Pay as-you-go funding approach is being funded with unassigned fund balance to avoid taxing current residents for prior year's underfunding. For Board of Finance revenue, ongoing annuity payments and monthly service charges from Prudential to process DB payouts are projected to be \$185,000.

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
0501 - Town Managers Office							
51 Wages-Salaries							
51100.00000	Department Head	134,923	145,000	149,350	149,350	149,350	
51125.00000	Mid-Managers Personnel	49,058	51,519	51,519	53,982	53,982	
51510.00000	Part time & Summer Help	0	4,462	4,462	14,040	14,040	
51820.00000	In Lieu of Health Insurance	2,500	2,500	2,500	2,500	2,500	
Wages-Salaries Total		186,481	203,481	207,831	219,872	219,872	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	7,868	8,306	8,306	8,604	8,453	
52100.00000	Social Security	13,524	15,567	15,567	16,821	16,821	
52200.00000	Pension	16,136	17,860	17,860	18,174	18,174	
52220.00000	Insurance, Life, Disability	1,323	1,661	1,661	1,715	1,715	
52235.00000	Health Insurance	24,162	23,317	23,317	19,699	19,699	
Fringe Benefits Total		63,012	66,711	66,711	65,013	64,862	0
53 Professional/Technical							
53201.00000	Supplies	1,022	2,000	2,000	2,000	2,000	
53916.00000	Professional Development	311	5,000	5,000	5,000	5,000	
53943.00000	Mileage	0	500	500	500	500	
53944.00000	Organizational Fees	172	500	500	500	500	
53960.00000	Interview Panels/Arbitration	0	100	100	100	100	
Professional/Technical Total		1,505	8,100	8,100	8,100	8,100	0
Town Manager Total		250,998	278,292	282,642	292,985	292,834	0

TOWN OF BERLIN**FY 2021/22**

Dept No.

0501

Budget Input

Dept Name

Town Manager**1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
10 Wages-Salaries			
51100.00000	Department Head	149,350	Town Manager's current salary. Amount budgeted is based on the FY20 rate with an allowance for the FY21 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Managers Personnel	53,982	Current salary allocation for the Administrative Assistant to the Town Manager who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2020-21. Contract expires 6/30/22.
51510.00000	Part time & Summer Help	14,040	Provides additional HR support on a part time (12 hrs/wk) basis, as well as fill in coverage for the Administrative Assistant as needed.
51820.00000	In Lieu of Health Insurance	2,500	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family) One employee is taking advantage of this option at the \$2,500 level.
Wages-Salaries Total		219,872	
20 Fringe Benefits			
52010.00000	Worker's Compensation	8,604	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Insurance, Life, Disability	16,821	Premiums for life, death and disability insurance; based upon amount of salary. Premiums increased 5.7% for FY21
52200.00000	Social Security	18,174	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52220.00000	Pension	1,715	Employer share of pension plan. Based upon 10% for defined contribution plan for eligible employees, 6% for employees hired after 1/1/15, effective 7/1/2005 for Top and Mid Management and Professional. Town Manager is budgeted at 10%.
52235.00000	Health Insurance	19,699	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Fringe Benefits Total		65,013	

TOWN OF BERLIN**FY 2021/22**

Dept No. **0501**
Dept Name **Town Manager**

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
30 Professional/Technical			
53201.00000	Supplies	2,000	Needed to cover cost of office supplies for day-to-day operations and includes annual purchase of Labor/Employment posters.
53916.00000	Professional Development	5,000	Needed to cover cost to attend local, state, and national conferences/workshops to learn the latest trends and practices in local government operations. (Per Town Manger's Contract)
53943.00000	Mileage	500	To reimburse employees for using personal vehicles for Town business. This was previously funded from the Townwide budget.
53944.00000	Organizational Fees	500	Needed to cover the membership dues in various professional organizations for the Town Manager and the Human Resource Director
53960.00000	Interview Panels/Arbitration	100	Needed on a case by case basis to cover the cost for employment interviews and arbitrations.
Professional/Technical Total		8,100	
Manager Total		292,985	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0502 - Finance Department							
51 Wages-Salaries							
51100.00000	Department Head	125,452	125,453	129,843	129,843	129,843	
51120.00000	Professional Personnel	67,849	69,377	69,377	69,885	69,885	
51125.00000	Mid-Managers Personnel	238,355	248,388	248,388	258,752	258,752	
51130.00000	Clerical Personnel	57,606	58,739	58,739	116,783	116,783	
51510.00000	Part Time Help	2,216	8,700	8,700	8,700	8,700	
51805.00000	Longevity	4,250	4,250	4,250	4,334	4,334	
51820.00000	In lieu of Health Insurance	2,500	2,500	2,500	3,000	3,000	
Wages-Salaries Total		498,228	517,407	521,797	591,297	591,297	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	1,894	1,919	1,919	2,310	2,191	
52100.00000	Social Security	36,070	39,582	39,582	45,235	45,235	
52200.00000	Pension	41,278	42,751	42,751	46,395	46,395	
52220.00000	Insurance, Life, Disability	2,277	2,475	2,475	2,832	2,832	
52235.00000	Health Insurance	87,310	92,185	92,185	99,807	99,807	
Fringe Benefits Total		168,829	178,912	178,912	196,579	196,460	0
53 Professional/Technical							
53201.00000	Supplies	9,881	3,500	3,500	4,100	4,100	
53813.00000	Computer Support	44,443	47,323	47,323	50,441	50,441	
53825.00000	Budgets	0	750	750	750	750	
53916.00000	Professional Development	360	1,900	1,900	2,170	2,170	
53920.00000	Professional Services	23,830	27,900	27,900	28,650	28,650	
53944.00000	Organizational Fees	420	445	445	445	445	
53945.00000	Training	170	5,360	5,360	7,000	7,000	
Professional/Technical Total		79,104	87,178	87,178	93,556	93,556	0
Financial Department Total		746,161	783,497	787,887	881,432	881,313	0

TOWN OF BERLIN**FY 2021/22**Dept No.
Dept Name**0502**
FinanceBudget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	129,843	Finance Director Salary. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51120.00000	Professional Personnel	69,885	Payroll Specialist salary. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Managers Personnel	258,752	Salaries for employees who are members of the Mid-Managers union (Budget Analyst, Assistant Finance Director, Purchasing Agent). Amount budgeted is based on the FY22 contract rate Contract expires 6/30/22.
51130.00000	Clerical Personnel	116,783	Salaries for employees who are members of the Clerical union (both Financial Specialist). Amount budgeted is based on the FY22 contract rate Contract expires 6/30/23. Financial Specialist position was added during FY21 when the Treasurer retired (see Treasurer Department for offsetting savings).
51510.00000	Part Time Help	8,700	To fund a 12-15 hours per week Bookkeeper, in lieu of filling the vacant full time Bookkeeper position. In addition, funds are included here to provide vacation coverage for the Finance Specialist and for summer help to assist with digitizing old records to reduce storage space/cost.
51805.00000	Longevity	4,334	The Town has a schedule of longevity payments. The department currently has four employees receiving these payments as follows: Slimskey, 24 years, Prof. Personnel @ \$1,300 Zielinski, 19.3 years, Mid Mgmt @ \$1,050 Erickson, 33 years, Mid Mgmt @ \$1,300. Brown, 8.5 years, White Collar @ \$600
51820.00000	In lieu of Health Insurance	3,000	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. One employee has elected to take this option.
Wages-Salaries Total		591,297 .	
52 Fringe Benefits			
52010.00000	Worker's Compensation	2,310	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	45,235	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	46,395	Employer share of pension plan. Based upon 10% for defined contribution plan for employees hired prior to 1/1/15 and 6% for those hired after 1/1/15.
52220.00000	Insurance, Life, Disability	2,832	Premiums for life, death and disability insurance; based upon amount of salary. Premiums increased 5.7% for FY22
52235.00000	Health Insurance	99,807	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we used a 10% increase above the current rates.
Fringe Benefits Total		196,579 .	
53 Professional/Technical			

TOWN OF BERLIN**FY 2021/22**Dept No.
Dept Name0502
FinanceBudget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53201.00000	Supplies	4,100	This request includes basic operating supplies and computer-related supplies including basic office supplies, toner for printers, department forms including W-2, 1099, time away requests, mileage forms, reports of receipt. Finance has been able to decrease the supplies budget over the years through automation of various processes and reduction of check stock through conversion to direct deposit. Also, many of our bank-related supplies are now paid for using the Webster Bank earnings credit.
53813.00000	Computer Support	50,441	Includes accounting software w/ hosting fee and 5% increase from prior year. Includes cost for automated time cards and out of office processing.
53825.00000	Budget Printing	750	Cost to print copies of the budget and advertise budget hearings and budget proposals.
53916.00000	Professional Development	2,170	New England States Government Finance Officers Association (GFOA) Conference for Finance Director-conference is in New Hampshire so no airfare is involved; Government Finance Officers Association of CT 3 quarterly meetings each for Finance Director and 2 Accountants; PPAC 4 quarterly meetings for the Purchasing Agent. Provides for professional development for Finance Department Management Staff to keep abreast of current finance issues in particular as they relate to maintaining the Certificate of Excellence in Financial Reporting and remaining in compliance with regulatory requirements.
53920.00000	Professional Services	28,650	This allocation will provide for the annual audit and also includes funding for GFOA Certificate of Achievement for Excellence in Financial Reporting (est. \$750). Finance: 60% of annual audit, 40% of single audit Dept. 61: 25% of annual audit, 60% of single audit, 100% of EFS Report Water/sewer: 15% of annual audit
53944.00000	Organizational Fees	445	- Membership fees: \$65/person for 3 people (Finance Director, Town Accountant & Budget Analyst) - \$190 membership fee for GFOA (Finance Director for participation in NESGFOA) - \$60 PPAC membership (Purchasing Agent)
53945.00000	Training	7,000	Various training programs for entire Finance team. Courses include payroll training from Tyler, Microsoft Office training, CTCPA course, annual CCM conference fee and various outside vendor supported courses. Using a portion of the savings from pension with new Finance Director to fund.
Professional/Technical Total		93,556	
Fin Dept Total		881,432	

GENERAL FUND BUDGET FY2022/23**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
0503 - Technology Department							
51 Wages-Salaries							
51100.00000	Department Head	0	0	0	112,500	112,500	
51125.00000	Mid-Managers Personnel	195,248	190,028	190,028	166,141	166,141	
51805.00000	Longevity	2,600	2,600	2,600	1,300	1,300	
Fringe Benefits Total		197,848	192,628	192,628	279,941	279,941	0
53 Professional/Technical							
52010.00000	Worker's Compensation	723	714	714	1,037	1,037	
52100.00000	Social Security	14,431	14,737	14,737	21,416	21,416	
52200.00000	Pension	8,627	8,822	8,822	22,549	22,549	
52220.00000	Insurance, Life, Disability	856	926	926	1,358	1,358	
52235.00000	Health Insurance	27,491	28,658	28,658	75,141	75,141	
Fringe Benefits Total		52,128	53,857	53,857	121,501	121,501	0
53 Professional/Technical							
53201.00000	Supplies	35	50	50	200	200	
53208.00000	Computer Equipment	51,941	20,400	20,400	21,200	21,200	
53211.00000	Computer Materials	769	800	800	1,000	1,000	
53245.00000	Maintenance & Repair	2,868	8,000	8,000	8,000	8,000	
53248.00000	Misc. Equipment	0	0	0	1,000	1,000	
53813.00000	Computer Support	38,124	33,360	33,360	33,360	33,360	
53814.00000	Contractual Services	44,645	54,549	54,549	57,079	57,079	
53945.00000	Training	742	0	0	5,000	5,000	
Professional/Technical Total		139,123	117,159	117,159	126,839	126,839	0
Technology Total		389,100	363,644	363,644	528,281	528,281	0

TOWN OF BERLINDept No.
Dept Name**0503**
Technology**FY 2021/22****Budget Input**
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	112,500	Salary allocation for Department Head. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Managers Personnel	166,141	Salary allocations for Cindy Moore and the vacant IT employee (to be filled before FY21 year-end) who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51805.00000	Longevity	1,300	The Town has a schedule of longevity payments. The department currently has one employee eligible to receive these payments: Cynthia Moore, 34 years, Mid-Managers Association, \$1,300.
Wages-Salaries Total		279,941	
52 Fringe Benefits			
52010.00000	Worker's Compensation	1,037	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	21,416	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	22,549	Employer share of pension plan. Based upon 6% contribution match for the Director and 10% match for long term employee for defined contribution plan and actuarial recommendation for the defined benefit segment.
52220.00000	Insurance, Life, Disabil	1,358	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	75,141	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Fringe Benefits Total		121,501	
53 Professional/Technical			
53201.00000	Supplies	200	This account funds office supplies for the positions in the department.
53208.00000	Computer Equipment	21,200	This account funds the technology needs of all Town departments. Breakdown as follows:
	Facilities (4) Ruggedized Laptop (HVAC & Town Access)		\$8,800
	Facilities Ruggedized laptops to be used in field and office		4,400
	Finance - 6 Monitors (24")		1,400
	Assistant Fire Marshal - Laptop		1,500
	Public Works -2 monitors		800
	Senior Center - 2 PCs or Laptops		3,000

TOWN OF BERLIN

Dept No.

0503

Dept Name

Technology**FY 2021/22****Budget Input****1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity	
			Licensing - Volume Office 2019 Home & Business Quantity 5	1,300
			Computers are normally purchased from vendors using state contract pricing, for equipment that is up to date yet compatible with current inventory.	\$21,200
53211.00000	Materials	1,000	Funds replacement materials for the hardware peripherals in the IT Department. Includes toner cartridges, surge protectors, batteries for uninterruptible power supplies, WIFI access points, and misc computer materials.	
53245.00000	Maintenance	8,000	Currently some local network devices are no longer under the manufacturer's warranty. It is estimated that during the course of the fiscal year, a percentage of the Town's network hardware will require service and replacement due to normal or life time estimates. Due to the expense of maintenance contracts, the Town uses a time and materials approach to servicing non warranted equipment. The Maintenance Account also covers upgrades and service on proprietary software not covered under contracts. This account also covers new requests for services such as WIFI. This account also covers phone support not covered under CTI's contract.	
53248.00000	Misc. Equipment	1,000	Office furniture, other various equipment that does not fall into other categories	
53813.00000	Computer Support	33,360	Annual cost for CCAT/CRCOG initiative for Disaster Recovery/Business Continuity. Replaces current backup to tapes and reduces cost for support on tape drive.	
53814.00000	Contractual Services	57,079	Crown Castle – Town Portion Fiber Connection	\$7,200
			Anti-Virus Maintenance / Renewal	2,700
			Black Rock Technologies Microsoft E3 Office 365 25 - Renewal Costs	5,875
			HPE Server Hardware and Software Support	10,400
			Black Rock Technologies - Office 365 Plan 2 (180 users)	16,000
			TEGIL - Server Storage Array Support	3,000
			Novus - ESX Host and Upgrade Support	8,000
			PCMG - Meraki WIFI Controller Licenses (12)	2,204
			Comcast Business Services - Internet Community Center	1,700
				\$57,079
53945.00000	Training	5,000	VM Ware & Office 365 training	
Professional/Technical Total		126,839		
Technology Total		\$528,281		

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0504 - Collector of Revenue							
51 Wages-Salaries							
51125.00000	Mid-Managers Personnel	73,849	77,577	77,577	81,432	81,432	
51130.00000	Clerical Personnel	106,649	107,392	107,392	112,288	112,288	
51400.00000	Overtime	0	150	150	150	150	
51510.00000	Part time & Summer Help	0	2,200	2,200	2,200	2,200	
51805.00000	Longevity	733	850	850	1,400	1,400	
Wages-Salaries Total		181,231	188,169	188,169	197,470	197,470	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	689	700	700	734	734	
52100.00000	Social Security	13,025	14,395	14,395	15,107	15,107	
52200.00000	Pension	13,222	15,395	15,395	16,116	16,116	
52220.00000	Insurance, Life, Disability	833	904	904	945	945	
52235.00000	Health Insurance	36,072	37,791	37,791	41,082	41,082	
Fringe Benefits Total		63,841	69,185	69,185	73,984	73,984	0
53 Professional/Technical							
53201.00000	Supplies	16,293	22,000	22,000	27,000	27,000	
53813.00000	Computer Support	250	10,272	10,272	11,500	11,500	
53916.00000	Professional Development	102	1,900	1,900	3,000	3,000	
53924.00000	Tax Refunds	208,212	175,000	175,000	215,000	215,000	
53944.00000	Organizational Fees	235	275	275	275	275	
Professional/Technical Total		225,092	209,447	209,447	256,775	256,775	0
Collector of Revenue Total		470,165	466,801	466,801	528,229	528,229	0

TOWN OF BERLIN**FY 2021/22**

Dept No.

0504

Budget Input

Dept Name

Revenue Collector

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51125.00000	Mid-Managers Personnel	81,432	Salary allocation for Revenue Collector, who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51130.00000	Clerical Personnel	112,288	Salary allocation for Assistant Revenue Collector and Tax Clerk, who are members of the White-Collar collective bargaining unit. Amount budgeted is based on the 2021-22 contract amount. Contract expires 6/30/23.
51400.00000	Overtime	150	To fund overtime costs incurred at the close of each fiscal year. QDS process requires detailed closing process be completed on the last business day of the fiscal year.
51510.00000	Part time & Summer Help	2,200	To fund part time employees during heavy tax collection periods.
51805.00000	Longevity	1,400	The Town has a schedule of longevity payments. The department currently has 1 employee receiving these payments - P. Poplawski 11.6 years, White Collar, \$800. S. Pateli 5.1 years, White Collar, \$600.
Wages-Salaries Total		197,470	
52 Fringe Benefits			
52010.00000	Worker's Compensation	734	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	15,107	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	16,116	Employer share of pension plan. Based upon 10% for defined contribution participants. Decrease is due to the waiting period for the Town match for the Revenue Collector.
52220.00000	Insurance, Life, Disabil	945	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	41,082	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Fringe Benefits Total		73,984	
53 Professional/Technical			

TOWN OF BERLIN

FY 2021/22

Dept No.

0504

Budget Input

Dept Name

Revenue Collector

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53201.00000	Supplies	27,000	This account funds the entire process of tax billing: Printing costs, envelopes, paper and all other office supplies. The cost of generating tax bills increases each year as the cost of paper, etc. increases. The breakdown is as follows: Prep & printing of tax bills (incl envelopes), reminder cards & posted rate books: \$20,500 Toner/ Laser Cartridge: \$1,500 for 2 laser printers. Misc Office Supplies : \$5,000 Paper for Supplemental bills, delinquent notices, cash register receipts, ribbon cartridges for receipt printer, calculator rolls/spools, and other necessities. Postage for tax bills is included in Townwide department (0507).
53813.00000	Computer Support	11,500	QDS Web Services and Software Support & Maintenance (\$11,250). Mandatory DMV Software Fee (\$250).
53916.00000	Professional Development	3,000	Bi-annual Conference (CT Tax Collector's Asso.), Quarterly Meeting Fees(Hartford County Asso.), Annual Seminar for Continuing Education of Certified CT Tax Collectors. Various association approved training and continuing educational seminars.
53924.00000	Tax Refunds	215,000	Starting in FY 2019, all tax refunds are processed as an expenditure. The budget is based on two full fiscal year's actual and FY21 emerging experience.
53944.00000	Organizational Fees	275	Professional dues for all staff - Revenue Collector, Clerks P. Poplawski and S. Patel -Tax Collectors Association of Connecticut and Hartford County Tax Collectors Association.
Professional/Technical Total		256,775	
Collector of Revenue Total		528,229	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
0505 - Treasurers Office							
51 Wages-Salaries							
51125.00000	Mid-Managers Personnel	55,464	57,099	57,099	0		
51805.00000	Longevity	1,300	1,300	1,300	0		
Wages-Salaries Total		56,764	58,399	58,399	0	0	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	216	217	217	0		
52100.00000	Social Security	4,231	4,468	4,468	0		
52200.00000	Pension	5,546	5,710	5,710	0		
52220.00000	Insurance, Life, Disability	256	280	280	0		
52235.00000	Health Insurance	7,582	9,133	9,133	0		
Fringe Benefits Total		17,830	19,808	19,808	0	0	0
53 Professional/Technical							
53201.00000	Supplies	121	665	665	0		
53944.00000	Organizational Fees	65	65	65	0		
Professional/Technical Total		186	730	730	0	0	0
Treasurer Total		74,780	78,937	78,937	0	0	0

Department was rolled into Finance when the Treasurer retired.

TOWN OF BERLIN

FY 2021/22

Dept No.

0505

Budget Input

Dept Name

Treasurer

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51125.00000	Mid-Managers Personnel	0	Salary allocations for Treasurer (22.5 hrs/week) who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51805.00000	Longevity	0	The Town has a schedule of longevity payments.
Wages-Salaries Total		0	
52 Fringe Benefits			
52010.00000	Worker's Compensation	0	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	0	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	0	Employer share of pension plan. Based upon 10% for defined contribution plan.
52220.00000	Insurance, Life, Disabil	0	Premiums for life, death and disability insurance; based upon amount of salary. 5.7% increase in FY21
52235.00000	Health Insurance	0	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Fringe Benefits Total		0	
53 Professional/Technical			
53201.00000	Supplies	0	Office and Computer Supplies. Will need to purchase specialized check printer cartridge in FY20. Approx. \$500.
53944.00000	Organizational Fees	0	Current GFOA Annual Dues
Professional/Technical Total		0	
Treasurer Total		0	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0506 - Corporation Counsel							
53 Professional/Technical							
53828.00000	Outsd.Legal/Expert	225,200	257,750	257,750	300,000	300,000	
53835.00000	Transcription	588	1,000	1,000	1,000	1,000	
53915.00000	Probate Court	54,725	62,000	62,000	63,000	63,000	
53944.00000	Organizational Fees	0	1,385	1,385	1,385	1,385	
Professional/Technical Total		280,513	322,135	322,135	365,385	365,385	0
Corporation Counsel Total		280,513	322,135	322,135	365,385	365,385	0

TOWN OF BERLIN

FY 2021/22

Dept No. 0506
Dept Name Corporation Counsel

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53828.00000	Outside Leg.	300,000	Line item includes Legal costs for Corporation Counsel, Labor attorney and a State Marshal. Corporation Counsel: \$9,500/month plus 200 hours @ \$205/hour for additional legal matters Labor attorney: projecting \$4,500/mth based on historical experience. State Marshall: \$1,000 P&Z legal defense costs: \$20,000 Other legal (economic development, land use, bond reviews): \$70,000
53835.00000	Transcription	1,000	To pay for Transcription services for legal cases.
53915.00000	Probate	63,000	Town of Berlin share of New Britain probate court costs. Pursuant to section 45a-8 of the Connecticut General Statutes requires the lease expenses be allocated between New Britain and Berlin "in proportion to their grand lists last perfected." Although the rent is a set amount, the allocation to Berlin (currently 47%) could increase once the Grand Lists are developed for the two towns; in addition we are charged an annual escalation fee. This is impossible to predict exactly until the Berlin and New Britain Grand Lists are signed. Rent is locked in through FY29 and supplies/phone are variable.
53944.00000	Org Fees	1,385	To fund CCM Municipal Labor Relations Data service. Held flat to PY budget.
Total Prof/Tech		365,385	
Department Total		365,385	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0507 - Townwide Expenses							
51 Wages-Salaries							
51305.00000	Commission Secretaries	0	100	100	100	100	
51810.00000	Salary in lieu of Vacation	0	10,000	10,000	10,000	10,000	
51815.00000	Salary Continuation	1,451	10,000	10,000	10,000	10,000	
51900.00000	Wage Negotiations	0	112,622	112,622	149,481	149,481	
Wages-Salaries Total		1,451	132,722	132,722	169,581	169,581	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	0	2,444	2,444	9,579	9,579	
52100.00000	Social Security	0	9,479	9,479	13,474	13,474	
52110.00000	Unemployment Compensation	9,854	40,000	40,000	57,000	57,000	
52200.00000	Pension	0	8,221	8,221	13,040	13,040	
52202.00000	Pension/Actuarial Funding	1,829,231	185,000	2,185,000	2,395,640	2,395,640	
52220.00000	Insurance, Life, Disability	0	474	474	728	728	
52225.00000	Physicals	11,278	13,400	13,400	15,400	15,400	
52400.00000	Employee Assistance Program	5,745	8,450	8,450	8,765	8,765	
52440.00000	Tuition Reimbursement	2,000	12,000	12,000	12,000	12,000	
Fringe Benefits Total		1,858,109	279,468	2,279,468	2,525,626	2,525,626	0
53 Professional/Technical							
53108.00000	Computer Communications	12,454	12,600	12,600	13,800	13,800	
53201.00000	Supplies	389	3,000	3,000	3,000	3,000	
53245.00000	Maintenance & Repair	0	2,500	2,500	2,500	2,500	
53730.00000	Insurance	493,772	513,689	513,689	517,362	517,362	
53809.00000	Annual Reports	0	500	500	500	500	
53813.00000	Computer Support	18,451	18,950	18,950	20,000	20,000	
53814.00000	Contractual Services	75,311	83,278	83,278	84,314	84,314	
53900.00000	Miscellaneous	3,231	4,000	4,000	5,000	5,000	
53903.00000	Copiers	23,690	38,500	38,500	41,925	41,925	
53913.00000	Postage & Electronic Transmission	33,885	53,750	53,750	57,781	57,781	
53916.00000	Professional Development	100	1,000	1,000	1,000	1,000	
53920.00000	Professional Services	18,225	80,000	80,000	80,000	80,000	
53927.00000	Contingency	0	100,000	100,000	300,000	300,000	
53938.00000	Storm Meal Reimbursement	2,841	4,000	4,000	4,000	4,000	
53940.00000	Advertising	22,656	38,000	38,000	40,000	40,000	
53943.00000	Mileage	3,214	4,000	4,000	4,500	4,500	
53944.00000	Organizational Fees	30,191	30,672	30,672	31,246	31,246	
53948.00000	Televised Meetings	2,838	5,000	5,000	5,000	5,000	
Professional/Technical Total		741,247	993,439	993,439	1,211,928	1,211,928	0
Townwide Total		2,600,807	1,405,629	3,405,629	3,907,135	3,907,135	0

TOWN OF BERLIN

Dept No.

Dept Name

0507**Townwide****FY 2021/22****Budget Input****1-Dec-20**

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretaries	100	Pay for the secretary that supports the Commission by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting and \$125 for over two hours.
51810.00000	Salary in lieu of Vacation	10,000	In the event employees exercise the option for the Town to buy back earned vacation time as allowed by contract and functional requirements. This option does not exist in every contract.
51815.00000	Salary Continuation	10,000	Used to pay salary differentials authorized by the Town Manager. These differentials may be for new hires where the market rate is higher than the Town has budgeted or where wage adjustments are necessary, with approval of the Town Manager. In addition, a provision to pay for salary upgrades for interim assignments when an employee terminates employment with the Town. Typically, departmental budgets do not allow for this due to payment of accrued leave time. Interim assignments are necessary to provide for operational needs of the Town.
51900.00000	Wage Negotiation	149,481	The estimated wage impact for Blue Collar, Nurses, and Top Management merit wages are included here.
Total Wages & Salaries		169,581	
52 Fringe Benefits			
52010.00000	Worker's Compensation	9,579	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	13,474	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages noted above.
52110.00000	Unemployment Compensation	57,000	To provide for prior Town employees who become eligible to collect unemployment benefits (including seasonal employees who qualify in the off-season). The Town attends hearings to oppose unemployment payments where possible. Golf Course and Board of Education employees are budgeted within departments 43 and 61 respectively.
52200.00000	Pension	13,040	Employer share of pension plan for contracts in negotiation. Based upon 10% for defined contribution plan.
52202.00000	Pension/Actuarial funding	2,395,640	Amount represents the actuarially-determined contribution (ADC) to the closed defined benefit pension plan. The ADC is calculated annually based on actual wages, updated actuarial tables and emerging interest rates. Annual funding of the ADC is part of the Town's Fund Balance Policy.
52220.00000	Insurance, Life, Disability	728	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.

TOWN OF BERLINDept No.
Dept Name**0507**
Townwide**FY 2021/22**
Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
52225.00000	Physicals	15,400	<p>Drug and alcohol testing, \$3,900 (\$100/driver) CCM- per Steve Waznia.</p> <p>Town Physician annual contract fee is \$12,500 for the Town's portion for 2022. This is allocated to three departments: \$8,000 (dept. 07 - Townwide); \$2,250 (dept. 42 - P&R) & \$2,250 (dept 53 - VNA).</p> <p>Pre-hire physicals, OSHA required physicals for employees working with chemicals and return to work physicals for Work comp cases (\$3,500).</p>
52400.00000	Employee Assistance Program	8,765	<p>Employee Assistance Program (EAP). This program covers all police and fire employees, 24 hours a day, 365 days a year. It is a complete service for the employee and their family that provides services for the following: (1) Critical Incident Stress Education (2) On-Scene Personnel Support Services (3) Post Event Defusing (4) Post Event Debriefing (5) Family and Community Support (6) Stress Management Programs (7) Referral Services.</p> <p>Assuming both police & fire increase by 6% in FY21 - resulting in charges of \$5,555 for Police & Fire combined EAP.</p> <p>All other Town employees are covered by a program administered by State DAS. The DAS contract expires 10/2020, and budgeted rates are assumed to increase 10% with the new contract. After this increase, the cost will be \$17.42 per employee (190 employees) for a total of \$3,210. This amount was increased in FY16 but was held flat through 2020, so the projected increase is the first in five years.</p>
52440.00000	Tuition Reimbursement	12,000	<p>To provide tuition reimbursement for Town employees in accordance with collective bargaining agreements. Note: Police is budgeted within Dept 32.</p> <p>\$4,000 Mid-Manager \$4,000 White Collar \$2,000 Dispatchers \$2,000 Nurses</p>
Total Fringe Benefits		2,525,626	
53 Professional/Technical			
53108.00000	Communications	13,800	<p>Internet service thru CEN (w/ assumed increase for both locations): Library: 50Mbps (\$350/mth) Town Hall (incl Police & BOE): 500 Mbps (\$800/mth)</p>

TOWN OF BERLIN

Dept No.

Dept Name

0507**Townwide****FY 2021/22****Budget Input****1-Dec-20**

Account	Account Description	21/22 Budget	Supporting Description of Activity
53201.00000	Supplies	3,000	<p>Allows for the purchase of personnel forms and other documents purchased centrally but used townwide. Town is mandated to post HR posters whenever regulations are updated (\$1,000 cost historically).</p> <p>Increase is driven by the need for a set of chairs (50) to place in rotunda and other areas of Town Hall for special events held several times each year.</p>
53245.00000	Maintenance	2,500	To provide a resource to pay for repairs and maintenance contracts and unexpected repairs to maintain office furniture and equipment including the folder/sealer machine. This request is based upon historical activity.
53730.00000	Insurance	517,362	To purchase various lines of insurance coverage to minimize the town's risk including General Liability, and specific liability policies for Auto, Property, Public Officials, Law Enforcement, School Leaders, Excess, Crime Coverage, Tax Collector Bond, Environmental Site Coverage, Pollution Liability, Volunteer Fire Fighters, AD&D. This also includes a portion of Workers' Comp Coverage. Increase is budgeted at 0% for LAP and worker's compensation based on the Town's renewal.
53809.00000	Annual Reports	500	As required by Town Charter, this line item is needed to handle printing of the Annual Report document at the end of each fiscal year. This was previously funded in the Town Manager budget.
53813.00000	Computer Support	20,000	<p>Cost of annual maintenance for weblink by Momentum (\$7,500) and EGov (\$4,000). Weblink provides the Town website access to laserfiche records. Egov is the Town's internet provider.</p> <p>Includes \$8,500 for eBenefits software to comply with ACA reporting requirements.</p>
53814.00000	Contractual Services	84,314	Town portion of Human Resources Director salary, which is paid by the Board of Education. This increases every year due to salary, vehicle allowance, and other benefit increases granted by the Board of Education. The Town transfers this cost to the Board of Education. Beginning in FY18, a courier was hired by the BOE to deliver mail between the sites. The Town is utilizing this service at a flat cost of \$5,000.
53900.00000	Miscellaneous	5,000	To provide an allowance for miscellaneous items that occur during the fiscal year, for which there is not a line item budget. Requires Town Manager approval. Includes \$350 for annual ASCAP License.

TOWN OF BERLIN

Dept No.

0507

Dept Name

Townwide**FY 2021/22**

Budget Input

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53903.00000	Copiers	41,925	Provides for copy machine lease, maintenance, supplies & per usage charges for departments (Nursing, Library, Police and Water/Sewer cost is included in their respective budgets for accounting reasons). The budget breaks down as: Lease: \$15,375 Usage: \$13,000 Paper: \$7,500 Blotter: \$6,050 (includes carepack renewal, toner & paper)
53913.00000	Postage & Electronic Transfers	57,781	Based on 5-year actual costs plus 7.5% postal increase assumption. The Town moved mailing services to Corporate Mailing in FY18 so costs would be more variable. Efforts are being made to reduce the amount of mailing the Town does each year - plans include: moving employee reimbursements to direct deposit, investigating moving vendor payments to ACH; working with Board/Commission liaisons to migrate to electronic delivery of meeting materials and other smaller efforts.
53916.00000	Professional Development	1,000	To provide for attendance at meetings that will be beneficial to the Town where there is not a provision in a departmental budget for same. Specifically, CCM annual conference & COST meetings related to State budget matter are paid from this line item for certain individuals. HR conferences are also budgeted here as that department does not have its own budget.
53920.00000	Professional Services	80,000	\$60,000 for consulting services (i.e., forensic audits, efficiency consulting, IT reviews, engineering/architectural studies). \$20,000 Cost of Uconn MPA candidate to work with Town departments (historically Econ. Dev. & Planning). Uconn pays 50% of the cost and sponsoring municipality pays 50% of the cost.
53927.00000	Contingency	300,000	Contingency balance is proposed to be the same as prior year. Budgeting for contingencies has helped the Town maintain a good credit rating. It has also been beneficial in times of unexpected disasters in that funds were available in the budget without having to utilize fund balance. Winter storms, tropical storms, tornadoes and hurricanes are impossible to predict and these funds are often needed to supplement storm budgets or deal with other unplanned emergencies such as the Golf clubhouse roof damage. These funds also assist in implementing cost savings initiatives such as the voluntary retirement plan and the fraud risk assessment without impacting fund balance. Accounting standards recommend .75% to 1% of prior year expenditures be budgeted as contingency. The \$300,000 is about .33% of total expenditures.

TOWN OF BERLIN

Dept No.

Dept Name

0507

Townwide

FY 2021/22

Budget Input

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53938.00000	Storm Meal Reimbursement	4,000	To reimburse Blue Collar employees for meals during periods of emergency or storm clean up (per the bargaining agreement). This is difficult to predict as it depends on the snow season. Budget amount is based on historical actuals.
53940.00000	Advertising	40,000	Legal advertisements, purchasing and personnel job postings including the annual Town meeting notice. Excludes the Nursing allocation, as it is included in Department 53 for cost accounting purposes. Budget based on a three year historical average since the amount spent varies by year. Each year there is an attempt to get the state legislature to allow advertising on the town website only but this continues to be defeated. Increased because expense has been increasing in recent years and annualized 2017 continues increasing trend.
53943.00000	Mileage	4,500	To reimburse employees for utilizing personal vehicles for Town business. The rate is the IRS adopted rate in accordance with Town policy. The current IRS rate is \$0.575 per mile. Budgeted amount is based on prior year minus \$1,200 that was moved into the Economic Development department budget. Also, new 7/1/14 policy eliminated mileage reimbursements for travel between town buildings.
53944.00000	Organization Fees	31,246	<p>The annual membership fees for the Town to belong to:</p> <ul style="list-style-type: none">- Connecticut Conference of Municipalities (CCM): \$11,921 (+\$0 vs prior year)- Capital Region Council of Governments (CROG): \$17,700 +\$324 vs.prior year)- C.O.S.T. (Council of Small Towns) Annual Dues - \$1,625 (+\$250 vs. prior year). <p>CCM is a city and town advocate group and it provides an opportunity for town officials to network with other municipalities; often for cost saving measures. CROG prepares and manages bid specifications for the member cities and towns whereby we can often gain cost savings due to the bid for larger quantities.</p>
53948.00000	Televised Meetings	5,000	To fund the televising of Town Council Meetings. Budget based on three year historical activity.
Total Prof/Tech		1,211,928	.
Department Total		3,907,135	.

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0508 - Board of Finance							
51 Wages-Salaries							
51305.00000	Commission Secretaries	1,725	4,425	4,425	4,425	4,425	
Wages-Salaries Total		1,725	4,425	4,425	4,425	4,425	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	7	17	17	17	17	
52100.00000	Social Security	132	339	339	339	339	
Fringe Benefits Total		139	356	356	356	356	0
53 Professional/Technical							
53201.00000	Supplies	46	500	500	500	500	
Professional/Technical Total		46	500	500	500	500	0
Board of Finance Total		1,909	5,281	5,281	5,281	5,281	0

TOWN OF BERLIN

FY 2021/22

Dept No. **0508**

Budget Input

Dept Name **Board of
Finance**

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	4,425	Assumes 12 monthly meetings & 9 budget meetings (\$125 each)
Total Wages & Salaries		4,425	
52 Fringe Benefits			
52010.00000	Worker's Compensation	17	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	339	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		356	
53 Professional/Technical			
53201.00000	Supplies	500	Provides for packet materials and board correspondence.
Total Prof/Tech		500	
Department Total		5,281	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0509 - Assessors Office							
51 Wages-Salaries							
51125.00000	Mid-Managers Personnel	172,213	179,609	179,609	185,449	185,449	
51130.00000	Clerical Personnel	130,285	130,703	130,703	141,653	141,653	
51400.00000	Overtime	0	250	250	250	250	
51805.00000	Longevity	1,900	2,700	2,700	2,100	2,100	
51820.00000	In lieu of Health Insurance	1,800	1,800	1,800	4,300	4,300	
Wages-Salaries Total		306,198	315,062	315,062	333,752	333,752	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	10,190	10,437	10,437	10,636	10,636	
52100.00000	Social Security	22,111	24,103	24,103	25,533	25,533	
52200.00000	Pension	16,115	28,155	28,155	29,557	29,557	
52220.00000	Insurance, Life, Disability	1,392	1,512	1,512	1,596	1,596	
52235.00000	Health Insurance	58,155	61,438	61,438	49,878	49,878	
Fringe Benefits Total		107,964	125,645	125,645	117,200	117,200	0
53 Professional/Technical							
53201.00000	Supplies	4,117	4,600	4,600	4,600	4,600	
53813.00000	Computer Support	19,452	32,350	32,350	34,250	34,250	
53814.00000	Contractual Services	48,748	52,000	52,000	65,000	65,000	
53916.00000	Professional Development	217	1,000	1,000	1,000	1,000	
53943.00000	Mileage	1,260	2,000	2,000	2,000	2,000	
53944.00000	Organizational Fees	245	400	400	400	400	
53945.00000	Training	0	3,000	3,000	3,000	3,000	
Professional/Technical Total		74,038	95,350	95,350	110,250	110,250	0
Assessor Total		488,200	536,057	536,057	561,202	561,202	0

TOWN OF BERLIN

FY 2021/22

Dept No. **0509**

Budget Input

Dept Name **Assessors Office**

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
10 Wages-Salaries			
51125.00000	Mid-Managers Personnel	185,449	Salary allocations for Assessor and Assessment Technician who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51130.00000	Clerical Personnel	141,653	Salaries for clerical employees who are members of the White-Collar union. Amount budgeted is based on the negotiated contract schedule for 2021-22 Contract expires 6/30/23. The salary for the Part Time Assessment Clerk is included in the Clerical line since that position is a member of the bargaining unit.
51400.00000	Overtime	250	Required to provide additional manpower needed for timely completion of the grand list, to minimize the possibility of needing an extension.
51805.00000	Longevity	2,100	The Town has a schedule of longevity payments. The department currently has three employees receiving these payments as follows: J. Ferraro, 21 years, Mid Management Union, \$1,300 T. Milardo, 10.9 years, White Collar Union, \$800
51820.00000	In lieu of Health Insurance	4,300	The Town has adopted a policy to reimburse an employee a portion of the savings of health insurance when coverage is waived. One employee has elected to take this option.
Wages-Salaries Total		333,752	

TOWN OF BERLIN

FY 2021/22

Dept No. **0509**

Budget Input

Dept Name **Assessors Office**

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
20 Fringe Benefits			
52010.00000	Worker's Compensation	10,636	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	25,533	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages. Employer share of pension plan. The defined contribution plan provides a 10% match for Mid Management and White Collar.
52200.00000	Pension	29,557	
52220.00000	Insurance, Life, Disability	1,596	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	49,878	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Fringe Benefits Total		117,200	

TOWN OF BERLIN**FY 2021/22**Dept No. **0509**

Budget Input

Dept Name **Assessors Office**

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
30 Professional/Technical			
53201.00000	Supplies	4,600	This account has no increase. This account provides printing of forms for revaluation, annual printing of personal property declarations, pricing guides, supplies, Grand List binding, printing, etc.
53813.00000	Computer Support	34,250	<ul style="list-style-type: none"> - Computer support cost from CAMA \$10,000 - Administration software which is used to develop the Grand List \$8,500 - QDS web hosting \$3,500. - QDS Personal property modular \$4,100 - Computer access CT DMV \$250. - Hosting Vision on the Cloud \$7,900.
53814.00000	Contractual Services	65,000	Personal Property audits. From TMA Exposurer.
53916.00000	Professional Development	1,000	Assessor requested to go to International Association of Assessing Officers conference additional \$1800 not reflected in Budget. Conn Assessor School for new Assessor Clerk and county and state meetings.
53943.00000	Mileage	2,000	To reimburse employees for utilizing personal vehicles for Town business. The rate is the IRS adopted rate in accordance with Town policy. The current IRS rate has changed to \$0.575 per mile. New 7/1/14 policy eliminated mileage reimbursements for travel between town buildings.
53944.00000	Organizational Fees	400	Organization fees no increase.
53945.00000	Training	3,000	UConn Assessor School and Northeast Education Seminar for mandated credits. Vision software training.no increase .
Professional/Technical Total		110,250	
Assessor Total		561,202	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0510 - Registrars of Voters							
51 Wages-Salaries							
51115.00000	Elected Personnel	66,000	70,000	70,000	90,000	72,000	
51540.00000	Election Workers	1,749	8,000	8,000	8,000	8,000	
Wages-Salaries Total		67,749	78,000	78,000	98,000	80,000	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	255	750	750	816	750	
52100.00000	Social Security	5,183	5,968	5,968	7,498	6,120	
Fringe Benefits Total		5,438	6,718	6,718	8,314	6,870	0
53 Professional/Technical							
53201.00000	Supplies	10,988	30,000	30,000	31,560	31,560	
53234.00000	Food	320	1,800	1,800	1,500	1,500	
53245.00000	Maintenance & Repair	0	2,800	2,800	2,800	2,800	
53600.00000	Rent	300	1,500	1,500	1,200	1,200	
53604.00000	Truck Rental	0	300	300	750	750	
53814.00000	Contractual Services	60	150	150	150	150	
53815.00000	Non Tax Election Workers	6,299	34,000	34,000	33,000	33,000	
53902.00000	Telephone	1,120	2,000	2,000	1,500	1,500	
53944.00000	Organizational Fees	140	150	150	150	150	
53945.00000	Training	2,680	5,210	5,210	5,210	5,210	
Professional/Technical Total		21,908	77,910	77,910	77,820	77,820	0
Registrar of Voters Total		95,094	162,628	162,628	184,134	164,690	0

TOWN OF BERLIN

FY 2021/22

Dept No. **0510**

Budget Input

Dept Name **Registrar of Voters**

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51115.00000	Elected Personnel	90,000	Salary Account for the Registrars. Registrars were elected in November 2018. Their terms began in January of 2019. The salary is settled until the next election in November 2020. The registrars have requested an ongoing stipend in the amount of \$4,500 each once they complete the classes and become certified.
51540.00000	Election Workers	8,000	This account is used to pay election workers that must have taxes taken out. Each party needs to have a deputy in place. Deputies are required by law. They would be fully trained to do the job and would take over in the absense of the Registrar.
Wages-Salaries Total		98,000	
52 Fringe Benefits			
52010.00000	Worker's Compensation	816	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	7,498	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Fringe Benefits Total		8,314	
53 Professional/Technical			
53201.00000	Supplies	31,560	We have included computer supplies in our budget. <ul style="list-style-type: none">● We will be budgeting for 4 election events (Presidential Election, a double presidential primary and two budget referendums).● The current voting equipment requires special programming and the purchase of ballots for every registered voter. Handicapped machines, which will cost extra to program for each event, must be used for all State and Federal elections.● The cost of all ballots (regular, absentee, and EDR) are included in our budget. We have to pay to have the memory cards prepared for all elections.● This account also covers all office supplies and the cost of shredding the ballots, which is required by law.
53234.00000	Food	1,500	Food expenses for poll workers
53245.00000	Maintenance	2,800	The State no longer pays the maintenance costs for the voting machines. The cost is \$200.00 per machine -- we have twelve of them. We are budgeting an additional \$400.00 to maintain some of our other equipment.
53600.00000	Rent	1,200	This is for rent at the VFW at \$300 per use.

TOWN OF BERLIN

FY 2021/22

Dept No. **0510**

Budget Input

Dept Name **Registrar of Voters**

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53604.00000	Truck Rental	750	Most of the voting equipment can be delivered by the Town. This account was used when a truck with a lift was needed. The Town has since installed a lift on one of the fleet trucks. Rentals will only be needed if our box truck is out of service or a special circumstance arises during an election.
53814.00000	Contractual Services	150	These funds are for the annual canvass of voters by NCOA (National Change of Address).
53815.00000	Non Tax Election Workers	33,000	Poll Workers. This account is to pay poll workers for all elections. The Federal Law allows poll workers being paid less than \$1,000 a year to be exempt from taxes, therefore these workers are not paid from a payroll account and are paid from an operational account instead. Our poll workers have not received a raise in many years. We should be paying at least a minimum wage. We need to be competitive with surrounding towns. Workers with the exception of deputies, may be hired from other towns (we could do the same).
53902.00000	Telephone	1,500	We will still have to have phones installed for 4 election events at 5 districts.
53944.00000	Organizational Fees	150	Dues for ROVAC for both Registrars and Deputies. A slight increase is anticipated.
53945.00000	Training	5,210	Expenses for the Spring and Fall Conferences for both Registrars. These continue to go up in price. We need to recertify all of our moderators this year. The Secretary of the State is now requiring all Registrars to be certified by the State. This involves taking a series of 8 classes at a cost of \$1,650 each.
Professional/Technical Total		77,820	
Reg-Voters Total		184,134	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. Of Fin. Approved
0511 - Town Clerks Office							
51 Wages-Salaries							
51100.00000	Department Head	86,893	86,894	89,944	89,944	89,944	
51125.00000	Mid-Managers Personnel	65,751	68,994	68,994	72,346	72,346	
51130.00000	Clerical Personnel	116,569	117,130	117,130	123,488	123,488	
51400.00000	Overtime	298	600	600	600	600	
51805.00000	Longevity	2,250	2,250	2,250	2,375	2,375	
Wages-Salaries Total		271,761	275,868	278,918	288,753	288,753	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	1,032	1,023	1,023	1,070	1,070	
52100.00000	Social Security	19,462	21,104	21,104	22,090	22,090	
52200.00000	Pension	19,486	24,543	24,543	23,388	23,388	
52220.00000	Insurance, Life, Disability	1,241	1,329	1,329	1,394	1,394	
52235.00000	Health Insurance	47,712	63,760	63,760	49,354	49,354	
Fringe Benefits Total		88,933	111,759	111,759	97,296	97,296	0
53 Professional/Technical							
53201.00000	Supplies	1,713	2,800	2,800	2,800	2,800	
53737.00000	Microfilming, Records Repair	4,115	4,500	4,500	4,500	4,500	
53xxx.00000	Records Management Program	0	2,000	2,000	0	0	
53813.00000	Computer Support	9,090	11,075	11,075	11,700	11,700	
53814.00000	Contractual Services	2,487	1,600	1,600	1,900	1,900	
53916.00000	Professional Development	1,141	2,970	2,970	2,450	2,450	
53944.00000	Organizational Fees	610	610	610	610	610	
53947.00000	Vital Statistics	824	1,100	1,100	1,100	1,100	
Professional/Technical Total		19,980	26,655	26,655	25,060	25,060	0
Town Clerk Total		380,673	414,282	417,332	411,109	411,109	0

TOWN OF BERLIN

FY 2021/22

Dept No.

0511

Budget Input

Dept Name

Town Clerk

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Dept Head	89,944	Department Head Salary Position. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid Man	72,346	Salaries for employees who are members of the Mid-Managers union. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51130.00000	Clerical	123,488	Salaries for clerical employees who are members of the White-Collar union. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/23.
51400.00000	Overtime	600	Overtime when necessary.
51805.00000	Longevity	2,375	The Town has a schedule of longevity payments. The department currently has two employees receiving these payments as follows: DeFurio (April 1995), 26 years, White Collar \$1,200 Wall (January 2002), 19.5 years, Top Management \$1,175
Total Wages & Salaries		288,753	

52 Fringe Benefits			
52010.00000	Worker's Compensation	1,070	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	22,090	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages
52200.00000	Pension	23,388	Employer share of pension plan. The defined contribution plan provides 10% for Top and Mid Management and White Collar and 12% for Police. New employees, excluding Police, receive a 6% match after one year of employment.
52220.00000	Insurance-Life	1,394	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	49,354	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Total Fringe Benefits		97,296	

TOWN OF BERLIN

FY 2021/22

Dept No.

0511

Budget Input

Dept Name

Town Clerk

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53201.00000	Supplies	2,800	Supply account includes toner, other computer supplies. etc.
53737.00000	Microfilming, Records Repair	4,500	Account incorporates the entire microfilming process for land records - books, paper, microfilm and storage. Also includes the microfilming of maps and vital statistics.
53743.00000	Records Management Program	0	Annual management of Town records
53813.00000	Computer Support	11,700	Prices are established by contracts. Cott (for the Land Records and dog licenses \$12,600). Cott contract was renewed in 2019. Also purchased a new agenda software packet for \$900 per year.
53814.00000	Contractual Services	1,900	Land record audit. Price is 48 1/2 cents per document.
53916.00000	Professional Development	2,450	Funds are used for conferences and school.
53944.00000	Organizational Fees	610	Membership includes CT Town Clerks' Assn (\$250), New England Town Clerks' Assn (Town Clerk \$35 plus Deputy \$25) and International Institute of Municipal Clerks' Assn (Town Clerk \$170 plus Deputy \$110). Hartford County Dues (\$10).
53947.00000	Vital Statistics	1,100	This account is for vital certificates copies (birth, marriage and death) fees paid to other towns. Also includes hardcover books and vital protection sheets for all recorded vital records.
Total Prof/Tech		25,060	
Department Total		411,109	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
0512 - Board of Assessment Appeals							
51 Wages-Salaries							
51305.00000	Commission Secretaries	650	1,500	1,500	1,500	1,500	
Wages-Salaries Total		650	1,500	1,500	1,500	1,500	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	2	6	6	6	6	
52100.00000	Social Security	47	115	115	115	115	
Fringe Benefits Total		49	121	121	121	121	0
53 Professional/Technical							
53916.00000	Professional Development	0	225	225	225	225	
Professional/Technical Total		0	225	225	225	225	0
Board of Assessment Appeals Total		699	1,846	1,846	1,846	1,846	0

TOWN OF BERLIN

FY 2021/22

Dept No. 0512
Dept Name Board of
Assessment Appeals

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,500	Secretarial services for Board of Assessment Appeals. Rate of \$100 per meeting (\$125 if over 2 hours) in accordance with Secretarial Pay Scale adopted by the town. Request allows for extra meetings due to Revaluation and special meetings during the fiscal year. Increase is due to the expectation for more meetings.
Total Wages & Salaries		1,500	
52 Fringe Benefits			
52010.00000	Worker's Compensation	6	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	115	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		121	
53 Professional/Technical			
53916.00000	Professional Development	225	Assessment appeals workshops for new members .
Total Prof/Tech		225	
Department Total		1,846	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
0513 - Town Council							
51 Wages-Salaries							
51305.00000	Commission Secretaries	1,325	3,975	3,975	3,975	3,975	
Wages-Salaries Total		1,325	3,975	3,975	3,975	3,975	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	5	15	15	15	15	
52100.00000	Social Security	101	305	305	305	305	
Fringe Benefits Total		106	320	320	320	320	0
53 Professional/Technical							
53904.00000	Mayor's Account	(12)	200	200	200	200	
Professional/Technical Total		(12)	200	200	200	200	0
Town Council Total		1,419	4,495	4,495	4,495	4,495	0

TOWN OF BERLIN

FY 2021/22

Dept No.

0513

Budget Input

Dept Name

Town Council

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
0513 - Town Council			
51 Wages-Salaries			
51305.00000	Commission Secretary	3,975	Secretarial services for Town Council. Pay rate in accordance with Secretarial Pay Scale adopted by the Town. Request allows for 22 meetings.
Total Wages & Salaries		3,975	
52 Fringe Benefits			
52010.00000	Worker's Compensation	15	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	305	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		320	
53 Professional/Technical			
53904.00000	Mayor's Account	200	To provide for miscellaneous expenses and CCM convention or other events the Mayor attends.
Professional/Technical Total		200	
Town Council Total		4,495	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1013 - Cemetery Committee							
51 Wages-Salaries							
51305.00000	Commission Secretaries	800	1,050	1,050	1,050	1,050	
Wages-Salaries Total		800	1,050	1,050	1,050	1,050	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3	4	4	4	4	
52100.00000	Social Security	61	81	81	81	81	
Fringe Benefits Total		64	85	85	85	85	0
53 Professional/Technical							
53201.00000	Supplies	0	100	100	100	100	
53219.00000	Operating Mat'ls/Services	0	2,500	2,500	2,500	2,500	
532221.00000	Fencing	0	0	0	5,000	5,000	
53245.00000	Maintenance & Repair	0	5,000	5,000	5,000	5,000	
53814.00000	Contractual Services	5,000	20,000	20,000	20,000	20,000	
Professional/Technical Total		5,000	27,600	27,600	32,600	32,600	0
Board of Assessment Appeals Total		5,864	28,735	28,735	33,735	33,735	0

TOWN OF BERLIN

Dept No.
Dept Name

1013
Cemetery
Committee

FY 2021/22

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,050	Secretarial services for Cemetery Committee. Rate of \$100 per meeting in accordance with Secretarial Pay Scale adopted by the Town. Request allows for nine meetings with one meeting exceeding two hours.
Total Wages & Salaries		1,050	
52 Fringe Benefits			
52010.00000	Worker's Compensation	4	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	81	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		85	
53 Professional/Technical			
53201.00000	Supplies	100	Various supplies and stationery.
53219.00000	Operating Materials	2,500	This account will be primarily used for purchasing tools and cleaning supplies to clean headstones.
53221.00000	Fencing	5,000	These funds would be used to repair, or replace, any broken fences in any of the Town Cemeteries. Fences need to be fixed in a timely manner to maintain safety at all locations
53245.00000	Maintenance & Repair	5,000	This account will be used for, but not limited to, adding plaques where headstones are broken or cannot be read.
53814.00000	Contractual Services	20,000	This account will be used for, but not limited to, cleaning, resurfacing, repairing of damaged stones, walls and pillars. It will also be used to replace broken fences and removal of overgrown, dead trees and bushes.
Total Prof/Tech		32,600	
Department Total		33,735	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1014 - Planning & Zoning							
51 Wages-Salaries							
51100.00000	Department Head	0	60,000	60,000	0	0	
51125.00000	Mid-Managers Personnel	119,646	87,896	87,896	169,930	169,930	
51130.00000	Clerical Personnel	67,894	63,160	63,160	66,047	66,047	
51510.00000	Part-time & Summer Help	0	15,029	15,029	15,029	15,029	
51805.00000	Longevity	1,200	1,200	1,200	1,200	1,200	
Wages-Salaries Total		188,741	227,285	227,285	252,206	252,206	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	6,670	8,415	8,415	9,580	9,580	
52100.00000	Social Security	13,295	17,389	17,389	19,432	19,432	
52200.00000	Pension	3,883	18,706	18,706	19,929	19,929	
52220.00000	Insurance, Life, Disability	816	1,028	1,028	1,105	1,105	
52235.00000	Health Insurance	51,321	58,700	58,700	78,443	78,443	
Fringe Benefits Total		75,986	104,238	104,238	128,489	128,489	0
53 Professional/Technical							
53201.00000	Supplies	966	2,000	2,000	1,500	1,500	
53916.00000	Professional Development	869	1,995	1,995	4,060	4,060	
53944.00000	Organizational Fees	708	1,380	1,380	1,682	1,682	
Professional/Technical Total		2,543	5,375	5,375	7,242	7,242	0
Planning Total		267,269	336,898	336,898	387,937	387,937	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1014
Dept Name Planning & Zoning

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 - Wages-Salaries			
51100.00000	Department Head	0	Allocation of Town Planner salary.
51125.00000	Mid Management	169,930	Salary allocation is for: Zoning Enforcement Officer/Asst Town Planner (35 hr/wk) Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51130.00000	Clerical	66,047	Salary is for the Planning Dept's Land Use Administrator (35 hr/wk) who is a member of the White Collar collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/23.
51510.00000	Part-time & Summer Help	15,029	Part Time labor costs were moved from Economic Development to Development Services in the FY21 budget. This move aligns the budget with operational leadership. The clerical position performs organizational tasks for the department and includes working on file retention by laserfishing documents for electronic reference.
51805.00000	Longevity	1,200	The Town has a schedule of longevity payments. The department currently has 1 employee receiving longevity payments: Fran Semnoski, 34.1 yrs., White Collar, \$1,200
Total Wages & Salaries		252,206	
52 - Fringe Benefits			
52010.00000	Workman's Compensation	9,580	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	19,432	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	19,929	Employer share of Pension Plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for eligible Mid Management and White Collar, and 6% for those hired after 1/1/15.
52220.00000	Insurance-Life	1,105	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.

TOWN OF BERLIN

FY 2021/22

Dept No. 1014

Budget Input

Dept Name Planning & Zoning

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
52234.00000	Health Insurance	78,443	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Total Fringe Benefits		128,489	.
53 - Professional/Technical			
53210.00000	Supplies	1,500	Funding is requested for general office supplies and includes requests for printer cartridges for the Planning and Zoning printers and funding for regular supplies including mailing supplies for the PZC and ZBA Commissions, business cards and file maintenance.
53916.00000	Professional Development	4,060	Funding is requested as Per Professional Development Fee Form 53916.
53944.00000	Organization Fees	1,682	Funding is requested as per Organization Fee Form 53944
Total Prof/Tech		7,242	.
Department Total		387,937	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1015 - Planning & Zoning Commission							
53 Professional/Technical							
53916.00000	Professional Development	0	250	250	250	250	
53944.00000	Organizational Fees	110	125	125	125	125	
Professional/Technical Total		110	375	375	375	375	0
Planning & Zoning Total		110	375	375	375	375	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1015
Dept Name Planning &
Zoning Commission

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53916.00000	Prof Dev	250	Funding is requested as per Professional Development Fee Form #53916.
53944.00000	Org. Fees	125	Funding is requested as per Organization Fee Form #53944.
Total Prof/Tech		375	
Department Total		375	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1016 - Zoning Board of Appeals							
51 Wages-Salaries							
51305.00000	Commission Secretaries	400	1,175	1,175	1,175	1,175	
Wages-Salaries Total		400	1,175	1,175	1,175	1,175	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	2	5	5	5	5	
52100.00000	Social Security	30	90	90	90	90	
Fringe Benefits Total		32	95	95	95	95	0
53 Professional/Technical							
53916.00000	Professional Development	0	400	400	400	400	
53944.00000	Organizational Fees	110	125	125	125	125	
Professional/Technical Total		110	525	525	525	525	0
ZBA Total		542	1,795	1,795	1,795	1,795	0

TOWN OF BERLIN

Dept No. 1016

Dept Name Zoning Brd of Appeals

FY 2021/22

Budget Input

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,175	Pay for the secretary that supports this Commission by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours to \$125 per meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 3 regular meetings at \$100 per meeting and 7 meetings at \$125. The Commission only schedules 10 meetings a year.
Total Wages & Salaries		1,175	
52 Fringe Benefits			
52010.00000	Worker's Comp.	5	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Soc. Security	90	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		95	
53 Professional/Technical			
53916.00000	Prof Dev	400	Funding is requested as per Professional Fee Form 53916.
53944.00000	Org Fees	125	Funding is requested as per Organization Fee Form 53944.
Total Prof/Tech		525	
Department Total		1,795	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2021	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1017 - Economic Development							
51 Wages-Salaries							
51100.00000	Department Head	0	30,000	30,000	0	0	
51120.00000	Professional Personnel	43,200	45,101	45,101	45,101	45,101	
51125.00000	Mid-Managers Personnel	77,888	81,703	81,703	85,653	85,653	
51305.00000	Commission Secretaries	400	1,200	1,200	1,200	1,200	
51510.00000	Part time & Summer Help	5,979	0	0	0	0	
Wages-Salaries Total		127,467	158,004	158,004	131,954	131,954	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	484	2,122	2,122	489	489	
52100.00000	Social Security	9,061	12,088	12,088	10,095	10,095	
52200.00000	Pension	4,673	6,703	6,703	5,140	5,140	
52220.00000	Insurance, Life, Disability	358	544	544	417	417	
52235.00000	Health Insurance	22,429	29,851	29,851	25,263	25,263	
Fringe Benefits Total		37,005	51,308	51,308	41,404	41,404	0
53 Professional/Technical							
53201.00000	Supplies	229	500	500	500	500	
53814.00000	Contractual Services/Signage	4,056	4,800	4,800	12,800	12,800	
53818.00000	Land Appraisal Services	725	5,000	5,000	5,000	5,000	
53916.00000	Professional Development/Events	1,381	1,235	1,235	2,250	2,250	
53921.00000	Promotion	8,349	11,000	11,000	40,000	40,000	
53943.00000	Mileage	1,622	2,500	2,500	2,500	2,500	
53944.00000	Organizational Fees	1,510	2,325	2,325	3,360	3,360	
Professional/Technical Total		17,872	27,360	27,360	66,410	66,410	0
Economic Development Total		182,344	236,672	236,672	239,768	239,768	0

TOWN OF BERLIN

Dept No. 1017
Dept Name Economic Devel.

FY 21/22

Budget Input
Nov. 2020

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100	Department Head	30,000	Salary for Department Head -- portion from Economic Development Budget
51120.00000	Professional Personnel	45,101	Salary for former Economic Development Director, now Economic Development Coordinator, to continue to work part time, 18 hours per week at an hourly rate of \$48 per hour (no benefits). Duties include working with the Economic Development Director on Town projects including grants and grants management.
51125.00000	Mid Manager	85,653	Salaries for employees who are members of the Mid-Managers union. Amount budgeted is based on the negotiated contract schedule for 2020-21. Contract expires 6/30/22.
51305.00000	Commission Secretary	1,200	Secretarial services for Economic Development Commission. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 12 regular meetings and no special meetings during the fiscal year.
51510.00000	Part Time	0	The part time skilled clerical position is recommended to continue at 10 hours per week at. Duties include assisting with planning and zoning office work, arranging meetings and events, as well as supporting the work of the Economic Development Director and the Planning Department where the funding will reside.
Total Wages & Salaries		161,954	
52 Fringe Benefits			
52010.00000	Worker's Comp.	489	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Soc. Security	10,095	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	5,140	Employer share of pension plan. Based upon 6% for defined contribution plan for the Mid Management Group for those hired after 1/1/15.
52220.00000	Ins-Life	417	Premiums for life, death and disability insurance; based upon amount of salary. Premiums increased 5.7% for FY21
52235.00000	Health Insurance	25,263	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
Total Fringe Benefits		41,404	
53 - Professional/Technical			
53201.00000	Supplies	500	Funding requested for general office supplies, note cards, stationary, business cards, etc.
53814.00000	Contractual Services	12,800	This line item will be used for assistance in preparing grant applications to leverage additional funds for the Town as well as to have branded industrial park signage installed at 3 parks in Berlin. Activities outside of the signage may include wetlands mapping or concept plans for economic development sites, concept plans/budget creation related to grant applications and other similar activities.

TOWN OF BERLIN

Dept No. 1017
Dept Name Economic Devel.

FY 21/22

Budget Input
Nov. 2020

Account	Account Description	21/22 Budget	Supporting Description of Activity
53818.00000	Land Appraisal Services	5,000	Monies to be used for appraisal of properties the Town is looking to acquire or sell for economic development or open space purposes. Previously budgeted in Townwide department budget.
53916.00000	Professional Development	2,250	These funds are being requested for participation on both Connecticut and regional Economic Development Association events and trainings largely held outside of the Town of Berlin.
53921.00000	Promotion	40,000	Funding is requested at \$40,000 to continue the marketing efforts for the 2020-21 year as well as the creation of 2 new campaigns to promote Berlin as a great location as well as bring back events which were not able to be done in 2020. 1 - Center of It All (Dart?) - This campaign will brand Berlin as the center of Connecticut, midway between Boston and New York City, on rail line and the center of commerce. Plans are still being worked on with specifics. 2 - Discover/Explore Kenington Village - highlight the firms, assets and experiences you can have in our Kensington Village area. Branding and logo would need to be worked on including materials creation- online/hardcopy 3 - Hold a minimum of 3-4 events including an awards night as well as a recognition night for volunteers who serve on Commissions and Boards in Berlin. Both were done in FY 2019-2020. Potential events would be a Health Fair, Christmas Marketplace and an event to celebrate Berlin firms who have grown in the past 2 years (BBQ?) 4 - Bring back the Commercial Broker/Developer Breakfast and Golf Outing which will bring up to 40 agents who represent growing firms as well as those who are looking to invest in communities such as Berlin. This is a great way to grow awareness of what is happening in Berlin as well as recruitment through this vital community. 5 - Creation of a stand-alone Economic Development website which can be used as a landing spot for any businesses within Berlin or those outside of Berlin to get information on our Town, find out about events, promotions as well as local, state and federal resources
53943.00000	Mileage	2,500	
53944.00000	Organizational Fees	3,360	Per detail provided in form 53944. It is proposed that the Town continue membership in the same organizations as last year.
Total Prof/Tech		66,410	
Econ. Dev. Total		269,768	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1018 - Conservation Commission							
51 Wages-Salaries							
51305.00000	Commission Secretaries	900	1,300	1,300	1,300	1,300	
Wages-Salaries Total		900	1,300	1,300	1,300	1,300	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3	5	5	5	5	
52100.00000	Social Security	61	100	100	100	100	
Fringe Benefits Total		64	105	105	105	105	0
53 Professional/Technical							
53201.00000	Supplies	19	55	55	55	55	
53440.00000	Public Education	1,560	2,550	2,550	2,550	2,550	
53916.00000	Professional Development	0	75	75	75	75	
53944.00000	Organizational Fees	0	155	155	155	155	
Professional/Technical Total		1,579	2,835	2,835	2,835	2,835	0
Conservation Commission Total		2,543	4,240	4,240	4,240	4,240	0

TOWN OF BERLIN

FY 2021/22

Dept No. **1018**
Dept Name **Conservation Comm.**

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,300	Pay for the secretary that supports the Commission by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting and \$125 for over two hours. Request allows for 12 regular or special meetings during the fiscal year. Budgeted for 8 at \$100 and 4 @ \$125.
Total Wages & Salaries		1,300	
52 Fringe Benefits			
52010.00000	Worker's Compensation	5	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	100	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		105	
53 Professional/Technical			
53201.00000	Supplies	55	Letterhead, envelopes, etc.
53440.00000	Public Education	2,550	Ongoing placement of open space gateway signs and Town of Berlin Open Space identification signs. Public education including continuing educational for open space trails. Trail maintenance, GPS updates for hiking trails for inclusion on Town web site. Community garden promotion, information and applications.
53916.00000	Professional Development	75	CACIWC Annual Workshop
53944.00000	Organ. Fees	155	CACIWC, CFPA.
Total Prof/Tech		2,835	
Department Total		\$4,240	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1019 - Inland Wetlands Commission							
51 Wages-Salaries							
51305.00000	Commission Secretaries	1,100	1,400	1,400	1,400	1,400	
Wages-Salaries Total		1,100	1,400	1,400	1,400	1,400	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	4	6	6	6	6	
52100.00000	Social Security	72	108	108	108	108	
Wages-Salaries Total		76	114	114	114	114	0
53 Professional/Technical							
53814.00000	Contractual Services	2,211	2,250	2,250	2,400	2,400	
53916.00000	Professional Development	65	200	200	500	500	
53944.00000	Organizational Fees	65	65	65	65	65	
Professional/Technical Total		2,341	2,515	2,515	2,965	2,965	0
Inland-Wetlands Total		3,517	4,029	4,029	4,479	4,479	0

TOWN OF BERLIN

Dept No. **1019**
Dept Name **Inland Wetlands**

FY 2021/22

Budget Input
12/1/2020

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretaries	1,400	Secretarial services for Inlands Wetlands Commission. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 12 regular meetings and 2 special meetings during the fiscal year.
Wages-Salaries Total		1,400	
52 Fringe Benefits			
52010.00000	Worker's Compensation	6	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	108	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Fringe Benefits Total		114	
53 Professional/Technical			
53814.00000	Contractual Services	2,400	This line item includes a \$2,211 contract to the Connecticut River Coastal Conservation District for the support they provide the Town (of which an increase is anticipated to occur next Fiscal Year). Additionally, the Land Use Commissions occasionally require peer review from Soil Scientists, Biologists, and similar Environmental Specialists to properly support its directives to applicants during the permitting process. State Statutes require expert testimony to properly uphold a decision to deny an application.
53916.00000	Professional Development	500	Provides for training of Commission members.
53944.00000	Organizational Fees	65	Provides for membership in C.A.C.I.W.C.
Profess./Technical Total		2,965	
Inland-Wet Total		4,479	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1020 - Ethics Commission							
51 Wages-Salaries							
51305.00000	Commission Secretaries	0	400	400	400	400	
Wages-Salaries Total		0	400	400	400	400	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	0	2	2	2	2	
52100.00000	Social Security	0	31	31	31	31	
Fringe Benefits Total		0	33	33	33	33	0
53 Professional/Technical							
53201.00000	Supplies	0	50	50	50	50	
Professional/Technical Total		0	50	50	50	50	0
Board of Finance Total		0	483	483	483	483	0

TOWN OF BERLIN

Dept No. 1020
Dept Name Ethics Commission

FY 2021/22

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	400	Assumes one meeting per quarter for 2 hours or less
Total Wages & Salaries		400	
52 Fringe Benefits			
52010.00000	Worker's Compensation	2	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	31	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		33	
53 Professional/Technical			
53201.00000	Supplies	50	Provides for packet materials and board correspondence.
Total Prof/Tech		50	
Department Total		483	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1021 - Veterans Commission							
53 Professional/Technical							
53201.00000	Supplies	283	100	100	500	500	
53226.00000	Flags, Wreaths, Flowers	2,566	3,000	3,000	3,000	3,000	
53234.00000	Food	211	300	300	300	300	
53805.00000	Bands	0	350	350	350	350	
53939.00000	Veterans Support	500	500	500	500	500	
Professional/Technical Total		3,560	4,250	4,250	4,650	4,650	0
Veterans Commission Total		3,560	4,250	4,250	4,650	4,650	0

TOWN OF BERLIN

FY 2021/22

Dept No. **1021**
Dept Name: **Veteran's Comm.**

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53 - Professional/Technical			
53201.00000	Supplies	500	To fund miscellaneous supplies as needed e.g. postage, paper, envelopes, etc. Expenses are increasing due to an increasing number of veterans involved. Also used for framed appreciation certificates given to those providing assistance to veterans and this Commission.
53226.00000	Flags, Flowers	3,000	To purchase flags, flowers and wreaths to be placed on veteran's graves on Veterans Day and Memorial Day. Anticipate continued cost growth for these items. The cost of flowers and wreaths has increased in addition to the number of WW II veterans who have passed away..
53234.00000	Food	300	To purchase refreshments for the Veterans Day ceremony and for marchers at the Memorial Day parade and Welcome Home ceremony.
53805.00000	Bands	350	To pay the cost to be incurred for the Memorial Day parade band.
53939.00000	Veteran Supp.	500	Funds are sent to the Newington & Rocky Hill Veterans Hospitals to provide stand down services for needy veterans. Stand down services include feeding, bathing and counseling for troubled veterans.
Total Prof/Tech		4,650	
Veteran's Comm. Total		4,650	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1023 - Aquifer Protection Commission							
51 Wages-Salaries							
51305.00000	Commission Secretaries	0	300	300	300	300	
Wages-Salaries Total		0	300	300	300	300	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	0	2	2	2	2	
52100.00000	Social Security	0	23	23	23	23	
Wages-Salaries Total		0	25	25	25	25	0
53 Professional/Technical							
53201.00000	Supplies	0	50	50	50	50	
53916.00000	Professional Development	0	100	100	100	100	
Professional/Technical Total		0	150	150	150	150	0
Aquifer Protection Total		0	475	475	475	475	0

TOWN OF BERLIN

Dept No. 1023
Dept Name Aquifer Protection

FY 2021/22

Budget Input
12/1/20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretaries	300	Secretarial services for Aquifer Protection Commission. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 3 regular meetings during the fiscal year.
Wages-Salaries Total		300	
52 Fringe Benefits			
52010.00000	Worker's Compensation	2	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	23	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Fringe Benefits Total		25	
53 Professional/Technical			
53201.00000	Supplies	50	Provides for packet materials and commission correspondence.
53916.00000	Professional Development	100	Provides for training of Commission members.
Profess./Technical Total		150	
Aquifer Protec. Comm Total		475	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1024 - Berlin Historic District							
51 Wages-Salaries							
51305.00000	Commission Secretaries	500	1,250	1,250	1,250	1,250	
Wages-Salaries Total		500	1,250	1,250	1,250	1,250	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	2	5	5	5	5	
52100.00000	Social Security	34	96	96	96	96	
Fringe Benefits Total		36	101	101	101	101	0
53 Professional/Technical							
53201.00000	Supplies	0	50	50	50	50	
53916.00000	Professional Development	0	50	50	50	50	
53921.00000	Promotion	0	50	50	50	50	
53944.00000	Organizational Fees	75	100	100	100	100	
Professional/Technical Total		75	250	250	250	250	0
Historic District Total		611	1,601	1,601	1,601	1,601	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1024
Dept Name Historic District

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,250	Secretarial services for Berlin Historic District. Rate of \$100 per 2 hour, \$125 per meeting that is over 2 hours, in accordance with Secretarial Pay Scale adopted by the town. Request allows for 10 regular or special meetings at \$100 per meeting (\$1,000) and 2 that run over 2 hours (\$250).
Total Wages & Salaries		1,250	
52 Fringe Benefits			
52010.00000	Workman's Compensation	5	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	96	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		101	
53 Professional/Technical			
53201.00000	Supplies	50	The Historic Commission has very specific supply needs. The Certificate of Appropriateness forms are specially ordered. The Commission uses cassette tapes for their meetings.
53916.00000	Professional Development	50	The Commission requests funds to be able to send a member to a special seminar should one arise.
53921.00000	Promotion	50	Communications packages to new district home owners.
53944.00000	Organization Fees	100	Connecticut Preservation Trust membership. Includes subscription to Connecticut Preservation News newsletter.
Total Prof/Tech		250	
Department Total		1,601	

GENERAL FUND BUDGET FY2021/22
EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1025 - Charter Revision Comm.							
51 Wages-Salaries							
51305.00000	Commission Secretaries	0	0	0	1,000	1,000	
Wages-Salaries Total		0	0	0	1,000	1,000	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	0	0	0	4	4	
52100.00000	Social Security	0	0	0	77	77	
Fringe Benefits Total		0	0	0	81	81	0
53 Professional/Technical							
53201.00000	Supplies	0	0	0	100	100	
53814.00000	Contractual Services	0	0	0	0	0	
53940.00000	Advertising	0	0	0	820	820	
Professional/Technical Total		0	0	0	920	920	0
Charter Revision Commission Total		0	0	0	2,001	2,001	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1025

Budget Input

Dept Name Charter Revis. Comm.

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,000	Secretarial services for Charter Revision Comm. Rate of \$125 per mtg (assuming over 2 hours each mtg),in accordance with Secretarial Pay Scale adopted by the Town. Assuming 10 meetings.
Total Wages & Salaries		1,000	
52 Fringe Benefits			
52010.00000	Worker's Compensation	4	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	77	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		81	
53 Professional/Technical			
53201.00000	Supplies	100	Various supplies.
53814.00000	Contractual Services	0	Contractual Services.
53940.00000	Advertising	820	Newspaper advertisements.
Total Prof/Tech		920	
Department Total		2,001	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1026 - Commission for the Disabled							
51 Wages-Salaries							
51305.00000	Commission Secretaries	400	600	600	600	600	
Wages-Salaries Total		400	600	600	600	600	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	2	3	3	3	3	
52100.00000	Social Security	27	46	46	46	46	
Fringe Benefits Total		29	49	49	49	49	0
Commission for Disabled Total		429	649	649	649	649	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1026
Dept Name Commission for the
Disabled

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	600	Pay for secretary that supports the Commission for Persons with Disabilities by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the Town. Request allows for 6 regular meetings during the fiscal year.
Total Wages & Salaries		600	.
52 Fringe Benefits			
52010.00000	Worker's Compensation	3	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	46	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		49	.
Department Total		649	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1027 - Public Building Commission							
51 Wages-Salaries							
51305.00000	Commission Secretaries	900	1,400	1,400	1,400	1,400	
Wages-Salaries Total		900	1,400	1,400	1,400	1,400	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3	6	6	6	6	
52100.00000	Social Security	61	108	108	108	108	
Fringe Benefits Total		64	114	114	114	114	0
53 Professional/Technical							
53814.00000	Contractual Services	0	400	400	400	400	
Professional/Technical Total		0	400	400	400	400	0
Public Building Commission Total		964	1,914	1,914	1,914	1,914	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1027

Budget Input

Dept Name Public Bldg Comm.

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51305.00000	Commission Secretary	1,400	Secretarial services for Public Building Commission. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 14 meetings during this fiscal year.
Total Wages & Salaries		1,400	
52 Fringe Benefits			
52010.00000	Worker's Compensation	6	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	108	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
Total Fringe Benefits		114	
53 Professional/Technical			
53814.00000	Contractual Services	400	Consultants are sometimes needed for projects.
Total Prof/Tech		400	
Department Total		1,914	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1029 - Building Department							
51 Wages-Salaries							
51100.00000	Department Head	0	18,000	18,000	0	0	
51125.00000	Mid-Managers Personnel	151,713	158,958	158,958	236,988	236,988	
51130.00000	Clerical Personnel	60,265	60,036	60,036	62,776	62,776	
51510.00000	Part Time & Temporary help	0	2,000	2,000	14,616	14,616	
51805.00000	Longevity	1,200	1,200	1,200	1,200	1,200	
Wages-Salaries Total		213,178	240,194	240,194	315,580	315,580	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	8,715	9,952	9,952	13,091	13,091	
52100.00000	Social Security	15,212	18,375	18,375	24,142	24,142	
52200.00000	Pension	18,568	20,221	20,221	21,088	21,088	
52220.00000	Insurance, Life, Disability	976	1,154	1,154	1,534	1,534	
52235.00000	Health Insurance	48,654	57,400	57,400	76,901	76,901	
52300.00000	Uniforms/saftey equipment	476	525	525	750	750	
Fringe Benefits Total		92,601	107,627	107,627	137,506	137,506	0
53 Professional/Technical							
53201.00000	Supplies	1,688	2,800	2,800	2,800	2,800	
53245.00000	Maintenance	3,990	14,000	14,000	14,000	14,000	
53916.00000	Professional Development	813	1,250	1,250	1,250	1,250	
53944.00000	Organizational Fees	225	290	290	350	350	
Professional/Technical Total		6,716	18,340	18,340	18,400	18,400	0
Building Dept. Total		312,496	366,161	366,161	471,486	471,486	0

TOWN OF BERLIN

Dept No. 1029
 Dept Name Building Inspection

FY 2021/22

Budget Input
 1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 - Wages-Salaries			
51100.00000	Department Head	0	Allocation of the Town Planner's salary (benefits are included in each line below).
51125.00000	Mid Management	236,988	Salary allocations are for: Building Official (35 hrs/week - reclassified from MidMgt Grp B to C) Assistant Building Official (35 hrs/week - MidMgt Grp B) Additional Assistant Building Official (35 hrs/week- MidMgt Grp B) This position is to compensate for the projected increase of large cumbersome projects both beginning now and over the next 1-3 years. Multiple apartment complexes with hundreds of units, commercial properties, hotels, retail outlets and strip malls. Additionally the Steele Blvd (downtown project) Current licensed trained staff cannot adequately cover the upcoming projects along with day to day regular small scale activity.
51130.00000	Clerical	62,776	Salary allocations are for the Bldg Dept's Technician/Administrator (35 hr/wk) who is a member of the White Collar collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/23.
51510.00000	Part Time & Temporary help	14,616	Needed temporary office coverage, proposed as an emergency contingency for basic office coverage in the event of absence of the administrator.
51805.00000	Longevity	1,200	The Town has a schedule of longevity payments. The department currently has 1 employee eligible for longevity payments: Juliet Benjamin, 37.5 yrs., White Collar, \$1,200
Total Wages & Salaries		315,580	.
52 - Fringe Benefits			
52010.00000	Worker's Compensation	13,091	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	24,142	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	21,088	Employer share of Pension Plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for Top and Mid Management and White Collar.
52220.00000	Insurance-Life	1,534	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52234.00000	Health Insurance	76,901	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms/Safety Equipment	750	An allowance of \$250 ea. for the Building Official and Asst. Building Official per contract with the Middle Management Union
Total Fringe Benefits		137,506	.

TOWN OF BERLIN

Dept No. 1029
Dept Name Building Inspection

FY 2021/22

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53 - Professional/Technical			
53201.00000	Supplies	2,800	Funding is requested for regular/general office supplies, printer cartridges (2) for the Building Department printer, for Building Code Books, and PDF as required by state statutes. The majority of this request (\$1,450) is for Code books that we are required to have.. The OSBI has not shown consistency in adopting the codes in three year intervals as they are written, however it is imperative that we have the funds allocated to do so if and when they are adopted. As well, with the implementation of an on line system, it is imperative to have an electronic version for tablets.
53245.00000	Maintenance	14,000	Program maintenance for building permit software. Increase in maintenance due to implementation of new permit software allowing online services and 24/7 town hall.
53916.00000	Professional Development	1,250	Funding is requested as per Professional Development Fee Form 53916.
53944.00000	Organization Fees	350	Funding is requested as per Organization Fee Form 53944, State of Ct mandates that we are members of certain organizations.
Total Prof/Tech		18,400	
Department Total		<u>471,486</u>	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1528 - Ambulance Service							
53 Professional/Technical							
53405.00000	Communications Systems	18,354	18,290	18,290	18,597	18,597	
53735.00000	Medical Waste Disposal	0	1,500	1,500	1,500	1,500	
53808.00000	Ambulance Services	338,917	349,085	349,085	359,558	359,558	
Professional/Technical Total		357,271	368,875	368,875	379,655	379,655	0
Ambulance Total		357,271	368,875	368,875	379,655	379,655	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1528
Dept Name Ambulance Service

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53405.00000	Communications Systems	18,597	This is based on a per capita rate per the official letter released January 3, 2021 (91.0 cents per capita) on population of 20,436.
53735.00000	Medical Waste Disposal	1,500	Line item is needed in case a medical emergency occurs and waste disposal is required.
53808.00000	Ambulance Services	359,558	An eleven year contract is currently in effect with Hunter's Ambulance. It includes funding to address State mandated requirements (CT Statutes SEC. 8, Section 28-25b) for dispatchers to be trained in medical interrogation, dispatch prioritization, dialing number identification, etc. It also includes funding to operate a Basic Life Support ambulance. The contract expires 6/30/29.
Professional/Technical Total		379,655	
Ambulance Total		379,655	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1530 - Animal Control							
51 Wages-Salaries							
51135.00000	Blue Collar Personnel	93,901	102,043	102,043	102,043	102,043	
51400.00000	Overtime	5,843	10,500	10,500	10,500	10,500	
51510.00000	Part time	0	0	0	6,000	6,000	
51805.00000	Longevity	1,250	1,250	1,250	1,250	1,250	
51806.00000	ACO Redemption/Adoption	0	150	150	150	150	
Wages-Salaries Total		100,994	113,943	113,943	119,943	119,943	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3,058	3,357	3,357	3,532	3,532	
52100.00000	Social Security	7,514	8,725	8,725	9,184	9,184	
52200.00000	Pension	9,390	10,206	10,206	10,206	10,206	
52220.00000	Insurance, Life, Disability	297	456	456	456	456	
52235.00000	Health Insurance	8,535	9,164	9,164	10,020	10,020	
52300.00000	Uniforms	458	938	938	938	938	
Fringe Benefits Total		29,252	32,846	32,846	34,336	34,336	0
53 Professional/Technical							
53201.00000	Supplies	788	1,000	1,000	1,200	1,200	
53245.00000	Maintenance & Repair	924	1,700	1,700	2,300	2,300	
53285.00000	Animal Food	668	1,700	1,700	1,700	1,700	
53827.00000	Veterinary Fees	2,398	3,500	3,500	3,700	3,700	
53902.00000	Telephone	824	815	815	850	850	
53916.00000	Professional Development	75	150	150	150	150	
53936.00000	License Fees, Due State	4,863	5,600	5,600	5,600	5,600	
53940.00000	Advertising	100	225	225	225	225	
53945.00000	Training	0	250	250	250	250	
53950.00000	Internet Service	1,052	1,090	1,090	1,150	1,150	
Professional/Technical Total		11,692	16,030	16,030	17,125	17,125	0
Animal Control Total		141,938	162,819	162,819	171,404	171,404	0

TOWN OF BERLIN**FY 2021/22**

Dept No.

1530

Dept Name

Animal Control**Budget Input****1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51135.00000	Blue Collar Personnel	102,043	<p>This reflects the funds necessary for the full-time and one part-time Animal Control Officer (ACO). Both are members of the Blue Collar collective bargaining unit. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year 2020-21, with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.</p> <p>The part-time Animal Control Officer works twenty (20) hours per week. This allows for coverage during the full-time ACO's vacation and sick time, as well as cleaning and feeding on weekends and assisting in the handling of routine calls.</p>
51400.00000	Overtime	10,500	<p>Provides payment for emergency call outs after normal working hours when there is no Animal Control Officer on duty. Routine complaints such as barking dogs will be handled by police personnel when the Animal Control Officer is off-duty and a written report will be filed with the Animal Control Officer who will follow-up on the call when they are on duty. It will be necessary to call the Animal Control Officer for emergencies such as sick or injured animals or to pick up a roaming dog that someone has caught. Coverage by the part-time animal control officer is necessary to be on duty during the absence of the full time officer due to holidays, sick time, vacation time and after hour calls.</p>
51510.00000	Part time	6,000	<ul style="list-style-type: none"> Request for a second part-time ACO can work the after-hours shift from 430pm- 10pm for emergency calls only. (Cromwell has their part-timer work for a stipend of \$500/month which includes up to 20 hours per month.) This employee should be available to cover the ACO's for vacation time, sick time, Holidays & any other time off needed. Currently since 2017, coverage for the full time ACO has caused us to train 3-4 other blue-collar union employees how to clean & feed the animals at the shelter. This results in OVERTIME every time they are asked to cover. They however can NOT answer the phone, the door, nor respond to any calls received while they are covering.. An additional part-time ACO would be trained and licensed to handle all ACO duties while either the ACO or Asst ACO are out. As a public safety stand point, having a third person would fill a good portion of the time period lacking now to keep the residents and Town covered in the event of an emergency.
51805.00000	Longevity	1,250	<p>The Town has a schedule of longevity payments. The department currently has 1 employee receiving these payments:</p> <p>J Lund - Blue Collar - 24 years - \$1,250</p>
51806.00000	ACO Redemption/ Adoption	150	<p>This account supports state law - CT General Statute 22-334 Section 3, which states that ACOs shall be paid \$1.00 per animal redeemed or adopted. We estimate an average of 150 animals annually.</p>
Wages-Salaries Total		119,943	

52 Fringe Benefits

TOWN OF BERLIN

Dept No.
Dept Name

1530
Animal Control

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
52010.00000	Worker's Compensation	3,532	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	9,184	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	10,206	Employer share of pension plan. Based upon 10% for defined contribution plan and actuarial recommendation for the defined benefit segment for Blue Collar. Includes amount for P/T ACO at 20 hours/week.
52220.00000	Insurance, Life, Disability	456	Premiums for life, death and disability insurance; based upon amount of salary. Premiums increased 5.7% for FY22.
52235.00000	Health Insurance	10,020	At the recommendation of our Insurance Consultant, to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	938	These funds are necessary to purchase uniforms for the one (1) Full-time and one (1) Part-time Animal Control Officer so that the citizen easily recognizes them when they are in neighborhoods performing their job. Also when responding to calls regarding potential rabid animals they may be carrying a shotgun and should be easily recognizable so as not to alarm the public. Shoe allowance per Union contract increased to \$175 in 2015 for each ACO (from \$150 each) and Uniforms need to increase from \$455.00 to 543.00 per year to include one winter jacket for each ACO.
Fringe Benefits Total		34,336	
53 Professional/Technical			
53201.00000	Supplies	1,200	These funds are for purchasing office supplies such as paper, pens, folders, clipboards, written warnings, notice to license, staples, required weekly reports, letter head, business cards etc. (The Town Clerk takes from the ACO budget: \$300 for license supplies and \$120 for dog license tags.) The Animal Control Department generates educational material for residents on a regular basis also.
53245.00000	Maintenance & Repair	2,300	We need to replace heavy duty gloves, net and a stretcher is needed for the second vehicle. These funds are for purchasing cleaning supplies such as garbage bags, floor cleaners, cage cleaners, window cleaners and sponges, mops, brooms etc.. ACO's need equipment for safely handling animals, and repairs to equipment. Our current equipment is old and worn and in need of replacing, e.g., heavy duty gloves, nets, etc., for the safety of ACOs. Laundry detergent and related items are also needed for washing bedding. Increase in this line item is to purchase PPE equipment due to Covid-19.
53285.00000	Animal Food	1,700	These funds are for purchasing food and litter and other related items for the animals kept at the animal control facility. We are caring for a wider variety of species and more animals than we ever have in the past due to the poor economy and increased number of abandoned animals and foreclosures. We still rely heavily on donations from FOBAC for ALL dry dog & cat, canned dog and exotic animal food & supplies.

TOWN OF BERLIN**FY 2021/22**

Dept No.

1530

Dept Name

Animal Control**Budget Input****1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53827.00000	Veterinary Fees	3,700	These funds are for animals that need veterinary care. Many of the animals picked up are in need of medical attention. State law requires that sick animals be taken to the Vet. Vet fees continue to increase yearly. The amount of animals abandoned and impounded in poor health has increased due to the poor economy and foreclosures and evictions.
53902.00000	Telephone	850	Monthly flat rate and service fees increased slightly last fiscal year now averaging \$51.00 per month.
53916.00000	Professional Development	150	These funds are for required training for ACO's. Matson and Marquardt attend an annual seminar in September. Fee is \$75 per person.
53936.00000	License Fees Due State	5,600	The Town is required to send the State 50% of dog license fees collected. No change anticipated.
53940.00000	Advertising	225	Advertisements for found dogs and cats are required by State Law. On average \$20 per month is used for advertising. A slight decrease is noted.
53945.00000	Training	250	The new CT State Law Public Act 12-108 effective October 1, 2012 requires all ACOs have eight (8) hours annually of continuing education. These funds are for training the ACO's in safe animal handling techniques and keeping them current on new laws and regulations. There are many opportunities for free training, which the ACOs may utilize. There are opportunities for ACOs to sponsor training in Berlin to address local educational needs of ACOs and the community. At these times, training expenses may be shared with the local rescue organization to minimize expense.
53950.00000	Internet Service	1,150	This account will fund the monthly payment to Comcast needed to provide computer access to the Town Hall server and email because of the remote location. Contract rate (locked in for 2 years) will go up approximately \$3 more per month.
Profess/Technical Total		17,125	
Department Total		171,404	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1531 - Fire Departments							
51 Wages-Salaries							
51121.00000	Fire Administrator	15,000	15,000	15,000	15,000	15,000	
51130.00000	Clerical Personnel (incl PT Req)	24,690	25,176	25,176	32,240	32,240	
51800.00000	Reward program	68,850	81,500	81,500	81,500	81,500	
51801.00000	Paid on call	128,775	246,152	246,152	256,152	256,152	
51801.00000	Compensation (Additional Duties)	0	8,000	8,000	8,000	8,000	
51805.00000	Longevity	257	258	258	0	0	
Wages-Salaries Total		237,572	376,086	376,086	392,892	392,892	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	32,667	48,581	48,581	48,606	48,606	
52100.00000	Social Security	17,866	28,771	28,771	30,057	30,057	
52200.00000	Pension	2,469	2,518	2,518	0	0	
52220.00000	Insurance, Life, Disability	10,268	10,279	10,279	10,274	10,274	
52225.00000	Physicals	16,247	24,000	24,000	24,000	24,000	
52235.00000	Health Insurance	9,586	9,994	9,994	0	0	
52410.00000	Robert Wolf Incentive Plan	56,500	32,500	32,500	32,500	32,500	
Fringe Benefits Total		145,603	156,643	156,643	145,437	145,437	0
53 Professional/Technical							
53102.00000	Electricity	36,170	45,200	45,200	45,200	45,200	
53105.00000	Natural Gas	19,471	23,000	23,000	23,000	23,000	
53200.00000	Hazardous Material Supplies	1,118	750	750	1,200	1,200	
53201.00000	Supplies	698	1,000	1,000	1,000	1,000	
53210.00000	Fire Fighting Equipment	5,121	10,000	10,000	12,000	12,000	
53216.00000	Protective Clothing	48,139	55,000	55,000	55,000	55,000	
53219.00000	Operating Materials	25,290	30,000	30,000	30,000	30,000	
53229.00000	Rescue Equipment	10,008	19,240	19,240	12,000	12,000	
53236.00000	Fire hose, Nozzles, Tools	6,392	8,000	8,000	8,000	8,000	
53242.00000	Foam	1,584	1,700	1,700	2,500	2,500	
53245.00000	Maintenance	3,315	4,500	4,500	5,500	5,500	
53405.00000	Communications Systems	7,421	9,200	9,200	9,200	9,200	
53602.00000	Facility Rent-Newington	1,500	1,500	1,500	1,500	1,500	
53605.00000	Operating Expense Reimbursement	61,189	61,189	61,189	61,189	61,189	
53813.00000	Computer Support	7,932	15,000	15,000	15,000	15,000	

53814.00000	Contractual Services	2,500	0	0	3,000	3,000	
53816.00000	Equipment Testing	15,845	22,000	22,000	22,000	22,000	
53916.00000	Professional Development	0	2,500	2,500	2,500	2,500	
53917.00000	Water & Sewer	2,882	4,800	4,800	5,500	5,500	
53943.00000	Mileage	713	5,000	5,000	5,000	5,000	
53944.00000	Organizational Fees	429	1,500	1,500	1,500	1,500	
53945.00000	Training	31,659	30,002	30,002	30,000	30,000	
Professional/Technical Total		289,376	351,081	351,081	351,789	351,789	0
54 Capital Outlays							
54000.00018	Fire Truck - Pumpers	0	0	0	400,000	400,000	
54000.00018	Fire Truck - Squad Pumper (50% downpmt)	0	0	0	450,000	450,000	
54000.01101	Defibrillator/AED (Pymnt 1 of 2)	0	0	0	17,500	17,500	
54000.01200	Thermal Imaging Cameras (Pymnt 1 of 2)	0	0	0	37,500	37,500	
54000.01204	Rescue Tools (Pymnt 1 of 2)	0	0	0	25,000	25,000	
54000.01707	Gas meters (First 13 of 26)	0	0	0	35,000	35,000	
Capital Outlays Total		0	0	0	965,000	965,000	
Fire Department Total		672,551	883,810	883,810	1,855,118	1,855,118	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1531
Dept Name Fire

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51121.00000	Fire Administrator	15,000	Works under the direction of the Town Manager, coordinates all aspects of personnel, payroll, purchasing and budget administration for the four fire departments. This is a non-union stipend position.
51130.00000	Clerical Personnel	32,240	Salaries for clerical employees who are members of the White-Collar Union. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/23. Currently the Administrative Secretary performs the following work for the Fire Department: Human Resource role for all new and current firefighters, input and data entry for fire calls, track record of paid on call, data entry for all meetings, drills and training, keeps training records for all four fire departments, as well as their classes and physicals.
51800.00000	Reward Program	81,500	This plan allows the Town to pay the incentive to those individuals that provide a high level of commitment and dedication to the fire department operation. To become eligible a firefighter must maintain and/or receive State certification of Firefighter I. Also, figured into this is the individuals commitment to the Town and their Department. The increase is due to a number of firefighters becoming more involved within their departments.
51801.00000	Paid on Call	256,152	This account compensates individual firefighters for their responses to calls for assistance. We all know that it is getting harder and harder to maintain a volunteer force, this is not the complete answer, but it is one piece of the puzzle. This along with the other benefits that the Town offers to the volunteer firefighters help with recruitment and retention of both current and new volunteers.
51801.00000	Compensation (Additional Duties)	8,000	Each year the calls for additional services, provided by the firefighters is taxing to the system. We have found that it is becoming harder for individuals to volunteer for these additional services (i.e. public education, fire stand by - fairs, fireworks, fire watches), and the many hours that are put in protecting the Citizens. The compensation rate for a firefighter is \$20/per hour. In the future some of this expense may be recaptured by billing for those services.
51805.00000	Longevity	0	The Town has a schedule of longevity payments. The department currently has zero employees receiving these payment.
Wages-Salaries Total		392,892	
52 Fringe Benefits			
52010.00000	Worker's Compensation	48,606	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	30,057	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	0	Employer share of pension plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for White Collar.

52220.00000	Insurance, Life, Disability	10,274	Premiums for life insurance for the department's Clerical employee. In addition, this account funds the premium for the accidental death policy for volunteer firefighters.
52225.00000	Physicals	24,000	This account allows for funding for the Fire Department personnel to have annual, entry level and return to service physicals performed by Urgent Care. Physicals for all active personnel in the Fire Department are an OSHA mandate for interior firefighting operations. In the past two years we have noticed an increase in health related issues with some of our firefighters.
52235.00000	Health Insurance	0	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52410.00000	Robert Wolf Incentive Plan	32,500	This account provides funding to support the Robert Wolfe Incentive Plan. This plan allows for a maximum payment of \$500 to be accrued for each fire fighter that meets the requirements for a good year of service as calculated by an established points system.
Fringe Benefits Total		145,437	
53 Professional/Technical			
53102.00000	Electricity	45,200	Payment of electric utility bills for each fire department and remote transmitters.
53105.00000	Natural Gas	23,000	Payment of natural gas utility bills for the Berlin, Kensington, East Berlin, and South Kensington fire houses.
53200.00000	Hazardous Material Supplies	1,200	This account allows for the replenishment of supplies used to protect the environment from releases of hazardous materials from a wide variety of sources. These sources include transportation accidents, industrial accidents, and other hazardous material releases.
53201.00000	Supplies	1,000	<p>This account allows each of the departments to purchase office supplies used within the fire service. Such supplies include pens, paper, and printing supplies, which are used for the fire departments. \$200 per firehouse, \$200 for secretary.</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fire report information and journals for both the Town and State Fire Marshals' office, <input type="checkbox"/> Equipment inventory maintenance, and records, <input type="checkbox"/> Employee's records (training and attendance).
53210.00000	Fire Fighting Equip.	12,000	<p>Provides equipment used directly within the fire fighting operations such as forcible entry, ventilation, salvage, overhaul, and scene support.</p> <p>The equipment purchased replaces or upgrades the hand tools and power tools used by our Firefighters in the fulfillment of their duties. Equipment would include but not limited to pike poles, power saws, ventilation fans, and various hand tools.</p>
53216.00000	Protective Clothing	55,000	<p>The protective clothing account pays for the clothing used within our profession. This includes Firefighter turn out gear, cold water and floatation suits, gloves, helmets and jumpsuits that are fire retardant.</p> <p>NFPA has established guidelines for the inspection and replacement of core protective clothing (i.e. pants and coats). This year will be the first year that the fire service is going to attempt to adhere to these guidelines. In doing so, additional funding was put into the testing account to perform permeation tests, and inspections of the active coats and pants. Any coat or pant over 10 years old, NFPA advises that they should not be used for active firefighting.</p> <p>The fire service is currently replacing 15 sets of turn out gear a year or 1/5 of the first line equipment. Also included in this budget item, is the replacement of helmets, boots, gloves and flash hoods.</p>

53219.00000	Operating Materials	30,000	Allows the Fire Service to maintain the equipment and materials used within our profession. Included in this line item are the maintenance of self-contained breathing apparatus, power tools, radios, water appliances, and other related equipment. Much of this equipment is required to be sent back to the manufacturer or certified repair facility for repairs and recertification.
53229.00000	Rescue Equipment	12,000	<p>Equipment directly related to the rescue and extrication of trapped persons involved in transportation and industrial accidents.</p> <p>Vehicle construction has significantly changed in the past couple of years. Vehicles are being built using more sophisticated materials (high-tensile steel and composite materials). These changes necessitate the Fire Service needs to continually upgrade the technology used in automotive extrication. Simply said, the cutting and spreading equipment used ten years ago will not perform on newer vehicles.</p> <p>Tools and equipment in this category include, but are not limited to: rams, hydraulic spreaders and cutters, power units, stabilization and struts, pneumatic lifting bags, ropes, rigging and water rescue equipment. As with a lot of the equipment within the Fire service, manufacturers and governing bodies write recommendations of standards that put an end of service life date on this equipment.</p>
53236.00000	Fire hose, Nozzles, Tools	8,000	This account allows for the purchasing and replacement of water delivery appliances. These appliances include: nozzles, valves and gates that are used in conjunction with supply lines and attack lines to deliver water on the fire ground. This year we will need to replace 17 lengths of hose due to being out of their usable service life. This has caused the increase.
53242.00000	Firefighting Foam	2,500	Class A foam is used to enhance water, allowing it to soak into burning material much faster than plain water. By using Class A Foam the Fire Service can obtain a much faster and safer knock down of fires both in structures or open lands. This account also pays for Class B Foam. This foam is used on petroleum products such as gasoline, oils and diesel. This past year the fireservice responded to 2 major emergencies that required the use of Class B foam; a Gasoline tanker roll over and spill on Frontage Rd, and the second, a major fire damage with 30 + vehicles on Christain Lane. Both incidents required the use of Foam.
53245.00000	Maintenance	5,500	<p>The breathing air compressor located at East Berlin Fire Department is used to supply air for the self-contained breathing apparatus used by Firefighters during entry into hazardous environments. These environments include smoke filled buildings, hazardous material and carbon monoxide incidents.</p> <p>This compressor must be certified four (4) times a year to the quality of air by a third party to a NIOSH standard. The funding within this account allows us to maintain the compressor to meet these standards. The increase in this account is due to the increase in labor costs.</p>
53405.00000	Communications Systems	9,200	Communications Systems pays for the Firehouse modems and the iPad wireless accounts. Both of these systems are used daily within the fire department. All the fire houses and town are connected by Comcast modems. This allows the firehouse software to be operated from all locations. The iPads are located in the first due apparatus and they provide incident information, hazards, and mapping to the responding units. Yearly the contracts are \$4,320 for the Fire House modems (\$90 per month per department) and \$2,600 for the 10 iPads. Alpine Software/TAB/Rover
53602.00000	Facility Rent-Newington	1,500	This is the Town's annual rent paid to the Town of Newington for the upkeep and maintenance of the training tower located within the Town of Newington. This tower was originally purchased and erected by the Towns of Berlin, Newington and Wethersfield.

			The tower allows the fire service to train and practice evolutions used during actual structural type fires under controlled conditions. This includes search and rescue operations, advancing hose lines, extinguishing room fires, etc...
53605.00000	Operating Expense Reimbursement	61,189	Reimburse expenses incurred by three of the four fire departments that own and maintain their facilities. These funds were negotiated with the Town more than 21 years ago to safely maintain the grounds and buildings owned by the individual fire companies.
53813.00000	Computer Support	15,000	Technology within the Fire Service has greatly increased over the past couple of years. Computers are used to record and report calls for assistance, training of members, attendance records, etc. In addition to maintenance contracts and the updating of our equipment.
			The increase in this account, will allow the fire service to look at other options for our fire department reporting systems, including moving the server based system to a cloud based system.
53814.00000	Contractual Services	3,000	Backup dispatch services provided by the Cromwell Fire District.
53816.00000	Equip. Testing	22,000	This account provides funding for the annual testing of fire fighting and rescue equipment as required by OSHA and set forth by the standards of the National Fire Protection Agency. The aerial ladders, ground ladders, Self Contained Breathing Apparatus, fire apparatus pumps, all the hose and the SCBA bottles need to be tested for performance and quality each and every year.
53916.00000	Professional Development	2,500	Provides funding which allows the Four Fire Department Officers the ability to attend local, State and regional meetings and seminars to stay informed on the latest developments in the profession.
			The organizations include the CT State Fire Chiefs, New England Association of Fire Chiefs and International Association of Fire Chiefs. Berlin Chiefs attend the annual conventions, trade shows and professional seminars which they provide.
			Also within this account are funds to deliver high level in-service training within the Town. The Fire Service provides this very important training to the members and officers by bringing in an expert in a fire related field. In the past, the Fire Service has opened this training up to other departments within the State of Connecticut charging those departments a nominal fee to offset the expense of hiring the professional instructor.

53917.00000	Water & Sewer	5,500	<p>The increase in this account is for the 33% increase that the Water companies said will be added.</p> <p>Provides funding for Water and Sewer charges by Worthington Fire District and Kensington Fire District and the Town of Berlin Water Control Commission for each of the four fire stations.</p>
53943.00000	Mileage	5,000	Used to reimburse the Firefighters and Officers for the use of their privately owned vehicles to attend training, meetings, and seminars. The increase is to provide additional firefighter trainees, training at different locations throughout the State.
53944.00000	Organizational Fees	1,500	This account provides funding for the fire department personnel to retain membership in many State, regional and national professional fire service organizations. The benefit of membership to these organizations is that the fire department personnel obtain up to date information, training and networking on new and changing aspects of the fire service. Fire service personnel from the Town of Berlin have played an important role in the development and management of many of these organizations for decades.
53945.00000	Training	30,000	<p>The Training account provides for entry level training, officer training, emergency medical training and advanced specialized classes. An entry level Firefighters minimum training and certification consists of Firefighter 1, Hazardous Material operations and National Incident Management System. After they have completed this the firefighter may opt to continue their education with additional certifications and start Emergency Medical Training. The Officers are required to have basic training and advanced training as Firefighter II, Instructor 1 and possible EMT. Programs are also brought in during the year for Driver training, Pump operator, Aerial operator and Hazardous Material Operations. Much of this training is performed either thru the State of CT Fire Academy, Hartford County Fire School, New Britain EMS and CCSU. The additional funding is needed in this account because the cost of entry level training has increased because the Governor cut the training through the State budget to the Regional Training Schools who funded this.</p> <p>The increase will also be paying for the 78 Licenses at a price of \$79.00 each, plus the Administrative fee of \$395 for the Fire Department's Online Training.</p>

Professional/Technical Total	351,789
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54 Capital Outlays

54000.00018	Fire Truck - Pumper (Pymnt 2 of 2)	400,000	Second half of the requested funding to complete this project. The Engine Tanker will be housed at the South Kensington Fire Station (SKFD). SKFD is in the heart of the district that has no public water sources. The Fire Department will be replacing two Engines combining them into the new Engine Tanker. This will provide the same amount of water as two Engines with less manpower, and will be less taxing on other resources to maintain and operate as we currently do.
54000.00018	Fire Truck - Squad Pumper (50% down paymnt)	450,000	This is the first half of the funding to replace one of the "Squad Pumpers". A Squad Pumper is a Pumper with more versatility allowing the apparatus to perform more than one use. In the TOB Fire Department we have two complete Squad Pumpers they are located in Kensington and the Berlin Fire Stations. One of these are assigned to all multi company responses in the town and are our 2 heaviest used apparatus. They carry a large generator, light tower, full complement of Hydraulic tools, lifting capabilities along with basic Engine company equipment such as : 750 gallons of water, large fire pump, 1,000 ft. of supply hose and multiple sized attack hose.
54000.01101	Defibrillator/AED (Pymnt 1 of 2)	17,500	The Fire Service is required to carry one AED on each piece of apparatus by NFPA and the State of CT OEMS. The current Defribulators are well over 10 years old, with some approaching 15 years old. It is recommended that they be replaced at 10 years. Our current units are no longer supported or sold.

54000.01200	Thermal Imaging Cameras (Pymnt 1 of 2)	37,500	Thermal Imaging Cameras provide a visual picture of contrasting temperatures, the differences allow crews to search for fire, people and animals, not only within a building fire but outside in open areas along highways and wooded areas. These cameras are also used when investigating odor complaints, Hazardous material calls determining the contents levels in containers, temperature of thermal conversion, looking for utility line failures, and the usage goes on and on. The TOBFD carries one camera on each one of their primary pieces of apparatus for a total of 10. Currently a camera is about \$7,000. Most of our current cameras are over 10 years old with some dating back to just after the Wooster, MA cold storage fire. It is this type of equipment, if available would have been able to guide the trapped firefighters out of and/or provide the means to rescue the 6 firefighters that died on December 3, 1999. Following that fire many States have provided these cameras to each fire company due to the outcry for proper equipment.
54000.01204	Rescue Tools (Pymnt 1 of 2)	25,000	Update and replace Rescue Tools. With the new car technology developing, the use of high strength steel, exotic metals and carbon fiber have necessitated our current rescue equipment to be upgraded. Current cutters and spreaders will not work properly and efficiently on the new car technology.
54000.01707	Gas meters (First 13 of 26)	35,000	Replacement of our current four gas CGI, these units are used on every call to identify hazards such as oxygen level, flammable gas levels, carbon monoxide levels and the poisonous gas levels. These units are now 10 years old, and technology has changed which requires us to make a purchase of new and up to date meters.
Capital Outlays Total		965,000	
Fire Dept. Total		\$1,855,118	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1532 - Police Department							
51 Wages-Salaries							
51100.00000	Department Head	129,035	129,036	132,906	136,894	132,907	
51120.00000	Professional Personnel	120,288	120,288	123,896	127,613	123,897	
51125.00000	Mid-Managers Personnel	83,944	87,896	87,896	0	0	
51130.00000	Clerical Personnel	153,980	154,748	154,748	163,298	163,298	
51140.00000	Police Personnel	3,381,399	3,642,085	3,642,085	3,704,666	3,704,666	
51185.00000	Dispatchers	578,941	581,678	581,678	639,028	639,028	
51305.00000	Commission Secretaries	1,100	1,700	1,700	1,700	1,700	
51400.00000	Overtime	500,958	500,605	500,605	513,000	513,000	
51420.00000	Grant Overtime	27,872	68,000	68,000	68,000	68,000	
51440.00000	Extra Duty Police Officer	306,703	300,000	300,000	313,604	313,604	
51805.00000	Longevity	22,921	25,058	25,058	26,001	26,001	
51811.00000	In lieu of Sick Pay (Retiree)	17,852	56,200	56,200	57,932	57,932	
51820.00000	In lieu of Health Insurance	16,383	15,300	15,300	12,800	12,800	
Wages-Salaries Total		5,341,376	5,682,594	5,690,072	5,764,536	5,756,833	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	195,508	209,449	209,449	213,565	213,280	
52100.00000	Social Security	389,771	435,408	435,408	441,677	441,087	
52200.00000	Pension	426,882	515,936	515,936	505,335	504,660	
52220.00000	Insurance, Life, Disability	51,900	53,897	53,897	53,510	53,439	
52225.00000	Physicals	983	4,300	4,300	10,500	10,500	
52235.00000	Health Insurance	758,616	842,945	842,945	886,665	886,665	
52300.00000	Uniforms	85,271	51,104	51,104	52,100	52,100	
52440.00000	Tuition Reimbursement	3,489	8,800	8,800	8,800	8,800	
Fringe Benefits Total		1,912,419	2,121,839	2,121,839	2,172,152	2,170,531	0
53 Professional/Technical							
53101.00000	Telecommunications-Statewide Info	8,789	20,000	20,000	12,000	12,000	
53201.00000	Supplies	5,205	5,570	5,570	5,570	5,570	
53208.00000	Computer Equipment	16,500	5,355	5,355	33,000	33,000	
53209.00000	Defensive Equipment – Tasers	12,330	12,330	12,330	12,330	12,330	
53211.00000	Computer Materials	300	300	300	300	300	
53212.00000	Photo Supplies	120	250	250	250	250	
53219.00000	Operating Materials	8,197	8,650	8,650	11,000	11,000	
53234.00000	Food	293	1,000	1,000	1,000	1,000	
53238.00000	Traffic Lights/Signals	14,570	14,650	14,650	14,650	14,650	
53245.00000	Maintenance	25,915	33,000	33,000	33,000	33,000	
53248.00000	Miscellaneous Equipment	7,249	7,000	7,000	7,500	7,500	

GENERAL FUND BUDGET FY2021/22
EXPENSE

Account	Description	2020	2021		2022		
		Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
53256.00000	Firearms	0	15,000	15,000	0	0	
53401.00000	Accreditation	3,260	6,500	6,500	6,500	6,500	
53601.00000	Equipment Rental	1,840	4,300	4,300	4,300	4,300	
53813.00000	Computer Support	64,600	62,000	62,000	62,000	62,000	
53814.00000	Contractual Services	3,574	5,000	5,000	5,000	5,000	
53826.00000	Towing	425	600	600	600	600	
53902.00000	Telephones	12,700	15,000	15,000	15,000	15,000	
53903.00000	Copiers	2,793	3,300	3,300	3,300	3,300	
53916.00000	Professional Development	42,167	45,000	45,000	50,000	50,000	
53944.00000	Organizational Fees	2,634	4,030	4,030	5,309	5,309	
53945.00000	Training	790	1,640	1,640	1,640	1,640	
Professional/Technical Total		234,250	270,475	270,475	284,249	284,249	0
54 Capital Outlays							
54000.01101	AED (Automatic External Defibrillator)	38,555	0	0	0	0	
54000.01130	Body Cameras	0	0	252,992	0	0	
54000.00004	Police Vehicles & Equipment	273,000	0	0	0	0	
54000.00100	Computer Equip - Mobile Data Term's	0	0	0	60,000	60,000	
Capital Outlays Total		311,555	0	252,992	60,000	60,000	0
Police Department Total		7,799,600	8,074,908	8,335,378	8,280,937	8,271,613	0

TOWN OF BERLIN

FY 2021/22

Dept No. 1532 Police 21/22 Budget Input 1-Dec-20

Account	Account Description	Budget	Supporting Description of Activity
10 - Wages-Salaries			
51100.00000	Department Head	136,894	Chief's salary recommended by Board of Police Commissioners.
51120.00000	Deputy Chief	127,613	Deputy Chief's salary recommended by Board of Police Commissioners. Separation between salary, longevity and holiday pay of Lieutenants to be maintained.
51125.00000	Mid-Manager - IT Network Application Specialist	0	<p>The Berlin Police Department's use of critical and essential technology for information and data management, storage and communication has grown to the extent that it requires a full-time employee to manage. This employee works 35 hours/week and handles the desktop support, server support, application support, wireless support and serves as liaison for the Criminal Justice Information System (CJIS) support, Connecticut On-Line Law Enforcement Telecommunications (COLLECT) support and vendor support. This position has been moved to the Technology Department budget and is under the direction of the IT Director.</p> <p>Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.</p>
51130.00000	Clerical	163,298	Salaries for Clerical employees who are members of the White Collar union. Amount budgeted is based on the negotiated contract schedule. Contract expires 6/30/23.
51140.00000	Police	3,704,666	<p>This figure represents the funds needed to operate the department with a force of forty (40) full-time sworn Officers. Field Training Officer (FTO) pay differential is also included based on the number of anticipated newly hired replacement officers and others who will require training. This also includes the midnight shift pay differential.</p> <p>Amount budgeted is based on the negotiated contract schedule. Contract expires 6/30/23.</p>
51185.00000	Dispatchers	639,028	<p>This figure represents the salaries of the dispatching staff of nine (9), who are now members of the new dispatchers union. Current contract expires 6/30/20. The amount budgeted is based on the negotiated contract schedule.</p> <p>Dispatchers coordinate all emergency communications for Police, Fire and Emergency Medical Dispatch. It is not uncommon for several incidents to be occurring at the same time. Two Dispatchers, each handling incoming calls such as 911, and dispatching proper personnel and equipment are often necessary for officer safety, fire safety and proper medical response. Due to the complex computer systems police and fire officers do not perform the dispatch function. Dispatchers will perform additional clerical duties during periods of reduced dispatch activity.</p>

TOWN OF BERLIN

FY 2021/22

Dept No. 1532
Dept Name Police
Budget Input 1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51305.00000	Commission Secretary	1,700	Secretarial services for the Board of Police Commissioners. Rate of \$100-\$175 per meeting depending on meeting length in accordance with Secretarial Pay Scale adopted by the town. Request allows for (12) regular meetings and (3) special meetings during the fiscal year.
51400.00000	Overtime	513,000	<p>Funds from this account are used to pay Officers and Civilian Dispatchers at time and one-half and double time rates. Increase in this account is equal to the anticipated wage/step increase in the Union Contract. (Approximately 42% of all overtime costs are required by contract language.)</p> <p>Holidays - Hours worked on a holiday by the above personnel are paid at the rate of double time. The average number of holidays that employees are scheduled to work is approximately 60% of the 11 holidays for Police and Dispatchers.</p> <p>Overtime - Funds requested for overtime represent the amount needed to maintain staffing during vacations, sick leave usage, training sessions both in-house and off site as well as paying our own instructors to teach outside of their normal working hours. These funds are also needed to provide police services for special events such as parades, criminal investigations and other investigations requiring an Officer to work beyond their normal shift or the need for additional staffing. Throughout the year, there is also the need for additional staff for situations that are not foreseeable such as storms, flooding and other natural or man-made disasters and emergencies.</p>
51420.00000	Grant Overtime	68,000	The Police Department frequently applies for federal and state grants. These grants are usually in the area of traffic enforcement, drug enforcement and community policing. Grant reimbursements allow for police department expenditures and frequently fall outside the budget fiscal year. The funds budgeted are for existing grants such as DUI, Distracted Driving, and Seat Belt enforcement. These grants are 100% reimbursed from Federal funds under current programs.
51440.00000	Extra Duty Police Officer	313,604	These are the funds needed to pay Officers for working Extra Duty Jobs where the employer is someone other than the Town of Berlin. Increase this year due to contractual increase in pay rate. The costs are offset by matching revenue. The outside employer reimburses the Town of Berlin for the actual salaries of the Officers plus a surcharge to cover the cost of processing and fringe benefits plus State Sales tax. The hours and funds are estimated based on past years assignment experiences. Some of the regular duties that the Officers work annually include: The Travelers Championship (Mutual Aid to Cromwell 400 plus Hours), Berlin High School Football and Basketball Games, Arts and Crafts Shows (Berlin Fair Grounds), Lion's Club Berlin Fair and Construction Work, Connecticut Natural Gas, CL&P, SNET Company and others. These costs are offset by reimbursements from contractors.
51805.00000	Longevity	26,001	This figure represents the funds needed to provide payment to those personnel eligible to receive longevity. Currently 38 employees receive this benefit. New employees no longer receive this benefit.
51811.00000	In lieu of Sick Pay (Retiree)	57,932	As part of the retirement pay package, by contract, officers can be paid for 25% of the maximum sick days (200) that they are allowed to carry over. This amount is based on the hourly rate of three officers that could retire. This is in addition to the pension benefit payment.
51820.00000	In Lieu of Health Insurance	12,800	The Town has adopted a policy to reimburse an employee for a portion of the savings of health insurance when coverage is waived. Ten (10) department members have elected this option. This reduces the Account 52235 Health Insurance cost.
Total Wages & Salaries			<p>The amounts have been standardized for all employees as follows:</p> <p>EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family)</p> <p>5,764,536</p>

20 - Fringe Benefits

52010.00000	Worker's Compensation	213,565	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	441,677	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	505,335	Employer share of pension plan. Based upon the 12% (Police) and 10% (Top Mgmt, Professional and White Collar) for defined contribution plan.
52220.00000	Insurance-Life	53,510	Premiums for life, death and disability insurance; based upon amount of salary. Premiums increased 5.7% for FY22.

TOWN OF BERLIN

Dept No.
Dept Name

1532
Police
21/22
Budget

FY 2021/22
Budget Input
1-Dec-20

Account	Account Description	Budget	Supporting Description of Activity
52225.00000	Physicals	10,500	This figure represents the funds necessary to pay for those portions of the annual physicals given to Police Officers that is not covered by their Blue Cross Blue Shield policies as well as physicals for new employees. On average we hire three employees per year. HB 6004, §§ 3 & 15-16, Behavioral health assessments for police officers. Assessment conducted by a board-certified psychiatrist or psychologist with experience diagnosing and treating PTSD. Allows law enforcement administration to stagger the scheduling of police officer assessments of an entire department to ensure at least 25% are conducted each year over a five-year period. Approximately nine officers per year at an estimated cost of \$500 per officer (\$4500). HB 6004, §§ 1-4 & 15, Police Officer Certification and Decertification. Authorizes POST to require police officers to pass a drug test as a condition of renewing their certification (every three years) and includes anabolic steroids. Per drug test cost is approximately \$207.00. Approximately 14 officers per year (\$3000).
52235.00000	Health Insurance	886,665	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	51,600	This figure represents the funds needed to provide clothing for the 42 Police Officers, and 9 Dispatchers. Funds are also provided for new recruits attending the Academy. Increased this year due to police contract increase in allowance.
52440.00000	Tuition Reimbursement	8,800	In accordance with the provisions of the Union Contract, the Town has agreed to reimburse Officers who are enrolled in Criminal Justice Programs at the college level for their tuition and books if they successfully complete the course. The Chief and Deputy Chief are allocated \$400 each.
Total Fringe Benefits		2,171,652	
30 - Professional/Technical			
53101.00000	Statewide Telecomm.	12,000	This account covers the leasing, maintenance, and usage cost of the statewide COLLECT System, RAFS Radio System, and the mobile data terminal maintenance. The COLLECT System is the Statewide Computerized Telecommunications System that networks the N.C.I.C. System with local computer terminals. This allows the police department to receive and enter information with other State and Federal agencies such as the FBI, DEA, DMV, Corrections and any other Federal, State or Municipal Criminal Justice Agency. The RAFS Radio System is the Region Radio System that allows all Capital Region Municipalities to communicate with each other car to car for joint investigations, mass casualty incidents and serves as a backup radio system if the Berlin Police Department's Radio System becomes disabled. The fee for operating Mobile Data Terminals using mobile air cards through AT&T is approximately \$700 per month.
53201.00000	Supplies	5,570	This figure represents the funds needed to purchase the consumable supplies and printed materials needed by this department to properly function. Every effort is made to purchase items at the lowest possible cost. Comparison pricing of vendors is a standard practice for purchasing. Professional printing of items such as department forms & annual reports. Other expenses include day to day petty cash purchases, meeting and event expenses, community relations handouts, recruitment materials, job fair fees and subscriptions, and office supplies, i.e. pens, pads, staples, typewriter ribbons, computer paper, etc.
53208.00000	Computer Equipment	33,000	\$13,000 to replace seven administrative Dell PCs for staff working inside police headquarters. \$16,000 to replace (16) Zebra thermal printers for patrol cars. Current models haven't been supported for several years from the manufacturer and we cannot get them repaired. \$4000 for MHQ to equip cars #14 & #16 with (1) Hint tablet & keyboard mount, (1) Havis keyboard with holder, (1) PMT Dock with power supply for Dell Latitude, & labor to install MDT system and E-Ticket Printer.
53209.00000	Defensive Equipment -Tasers	12,330	Third year payment of a five-year contract signed in September of 2019.
53211.00000	Computer Materials	300	Funds replacement materials for the hardware peripherals in the Police Department. Includes backup tapes, surge protectors, batteries for uninterruptible power supplies, and misc computer items. These funds were previously in the IT Department budget.
53212.00000	Photo Supplies	250	This amount represents the funds needed to purchase items related to the collection, storage, reproduction, and presentation of police department photographs. Examples include digital camera batteries and other photographic accessories. The police department provides photographic services to other town agencies upon request. Professional printing of digital photographs is needed at times for major crime presentation at court and is sent to an outside vendor for processing.

TOWN OF BERLIN

FY 2021/22

Dept No. 1532
 Dept Name Police
 Budget Input 1-Dec-20

Account	Account Description	Budget	Supporting Description of Activity
53219.00000	Operating Materials	11,000	This figure represents the funds needed to replace consumable supplies used by the department during the performance of their duties on a daily basis. Below is a breakdown of some of the items used: first aid supplies, Naloxone, defibrillator pads, infection control supplies / COVID19 PPE (face masks, gowns, slippers, hand sanitizer, alcohol, hibiclens, biohazard bags, labels, eye shields, etc), rubber gloves, batteries, flares, CD /DVD's, evidence collection supplies, hygienic packets & blankets for prisoners, field manual supplements/ downloads, intoximeter supplies, ink cartridges for laser and color laser printers for booking and crime scene photos, Miscellaneous such as snow brushes, drug test kits, etc.
53234.00000	Food	1,000	This account is for purchasing of breakfast, lunch and dinner for detained prisoners. The meals are purchased at McDonald's Restaurant. Prisoners are only detained overnight or over the weekend pending their appearance in court. Special dietary needs are addressed on a case by case basis and other vendors may be used under these circumstances.
53238.00000	Traffic Lights/Signals	14,650	The erection of new traffic control signs and the replacement of damaged and/or vandalized signs, posts, etc., is the responsibility of the Traffic Bureau. This maintenance is done on a continual basis. Many of the signs which are presently up are beginning to show signs of wear due to their age and acts of vandalism. As a result they do not meet standards set in the Manual of Uniform Traffic Control Devices (MUTCD) and should be replaced to reduce the Town's liability exposure. Our inventory of traffic signs must be maintained in sufficient quantity and includes portable stop signs that are commonly needed during outages. The Traffic Bureau has a policy to charge the responsible person for damages if their identity is known. The recovery of these moneys are deposited into the Town of Berlin's General Fund. The installation of traffic control signs in new developments through the Town is done at the direction of the Traffic Bureau. The developer is then billed for the cost of the signs and installation and the moneys collected are deposited into the Town's General Fund. The Traffic Bureau also maintains an inventory of traffic cones, barricades, and other equipment used to direct and control traffic at special events, such as the Berlin Fair, 5K runs, and the Memorial Day Parade. Throughout the year cones and barricades are damaged and/or stolen after deployments. They must comply with the Manual of Uniform Control Devices (MUTCD) requirements for traffic cones / barricades. Some of our barricades are constructed from wood which deteriorates and becomes damaged. The barricades are being replaced by long lasting plastic barricades. Additional equipment needed to perform the functions of the traffic bureau include: traffic counters, installation tools, tint and sound meters, and speed measuring devices. Also purchased from this account are specialized equipment necessary to manage crash scenes, traffic hazards, and documentation of traffic complaints include supplementary lighting, electronic message boards, and fixed/portable speed displays.
53245.00000	Maintenance	33,000	Funds pay for maintenance contracts, vendor support, licenses, repair services, and warranties for communications equipment, computers, and information technology related equipment. Contracts include but are not limited to public safety radio and communications, document management storage, license plate readers, digital voice recording, scheduling software internally and on our website, anti-virus software, interview recording software, other IT related repairs and needs.
53248.00000	Miscellaneous Equipment	7,500	These funds are used to purchase equipment. The different types of equipment needed are i.e., OC spray, Taser cartridges, portable radio batteries, batons, helmets, handcuffs, office furniture, and other miscellaneous equipment needed by our staff. At times it is necessary to purchase a few of these items at a time as replacements or spares. We are contractually obligated to replace officer's uniforms & equipment and personal property that is damaged on duty. We are also responsible for dry cleaning of officer's uniforms that are exposed to blood-borne pathogens.
53256.00000	Firearms	0	Fifty firearms and associated accessories are needed to replace our current inventory, which is ten years old. The approximate trade in credit for our old weapons is \$8,400 and the new firearms cost \$369 each. The approximate cost for the front and rear sights is \$3,600. The budget amount requested is needed in addition to the credit.
53401.00000	Accreditation	6,500	The Police Department is Nationally Accredited and is re-accredited every four years. Funds used in this account go towards annual fees, training, and attendance at the re-accreditation conference. At the re-accreditation conference the Chief and the Accreditation Manager sit before the Commission of Accreditation and answer any questions concerning the four-year re-accreditation process.
53601.00000	Equipment Rental	4,300	Represents the funds needed to maintain some of our communications equipment, cameras, radar and other equipment that is not covered by service contracts. Our radar and laser units must be calibrated and certified as accurate twice a year and necessary adjustments made when needed.

TOWN OF BERLIN

FY 2021/22

Dept No. 1532
 Dept Name Police
 Budget Input 1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
53813.00000	Computer Support	62,000	These funds are for the contractual services needed to maintain the specialized computer equipment that is located in the police department. It includes in-house software and our NEXGEN maintenance agreement that covers Computer Aided Dispatch, Records Management System, Data Analysis, Booking, Mobile Field Reporting and interfaces with the Fire Departments software. This is an annual contractual cost. This account also includes funds for GIS support for the mapping software required by this system.
53814.00000	Contractual Services	5,000	This figure represents funds for the washing of police cruisers. Cruiser cleaning is required several times a week and even more often during the winter months when the build up of salt from snowy roads is prevalent. Document shredding, commercial background investigation services, cable access, bio hazard clean-up, and service for our oxygen tanks are also taken from this account.
53826.00000	Towing	600	From time to time it becomes necessary for Officers of this department to seize a motor vehicle that was used in the commission of a crime and impound it for evidence. The towing is done by two of the garages that provide towing services for the Municipal Garage at a rate (\$85) plus mileage, which is lower than allowed by the Department of Motor Vehicles. The vehicles are stored in the police department's impound area and if inside storage is needed arrangements are made with the Municipal Garage so that it is not necessary for us to pay any impounding or storage fees. Increases in enforcement efforts and investigations of narcotics violations have increased the numbers of vehicles towed.
53902.00000	Telephones	15,000	This figure represents the cost for equipment & cellular service required for department issued phones and tablets utilized by command staff, supervisors and on-call personnel. This item was added to the police budget due to the need for confidentiality and to provide better oversight of phone use.
53903.00000	Copiers	3,300	Provides for copy machine lease and copy costs. There is a cost per color copy and for excess black and white copies.
53916.00000	Professional Development	50,000	Mandatory Training is provided as it becomes available. It is also provided to keep officers apprised of changes in the laws regarding use of force, state statutes and court decisions, which may impact civil liability. The supervisors of the department are also sent to specialized training schools to provide them additional training to improve their supervisory skills. The training schools that the supervisors attend are provided by P.O.S.T.C, Smith & Wesson Academy, FBI, University of Connecticut (Institute of Public Services), and Roger Williams University (Command Training Program). In addition to mandated training for recertification our officers are kept current in other specialized areas of law enforcement. e.g. missing children, sexual offenders, terrorism awareness and response, computer crimes, and identity theft. The Capitol Region Chief's of Police Association Training assessment is taken from this account. Training ammunition has doubled in price. The police academies charge for recruit and in-service training between \$3,800 per recruit and from \$75 to \$300 per in-service class. We have had an increase in the number of separations from the department. This has necessitated additional expenses for training classes and training ammunition. Areas of training include: Firearms, Accident Investigation, Defensive Tactics, Interview & Interrogation, Criminal Investigation, Photography, Narcotics Enforcement, Hazardous Materials, Motor Vehicle Law Enforcement (DWI, etc.) and numerous other areas. Materials such as targets, training ammunition, videotapes, etc., must also be purchased from this account. Background investigation costs for new employees are also charged to this account. House Bill 6004 An Act Concerning Police Accountability will require significant training in a number of areas that include use of force, body-worn cameras, consent searches, & qualified immunity.
53944.00000	Organization Fees	5,309	Detailed in the account 53944 attachment.
53945.00000	Training	1,640	We must send officers to school on a continual basis for them to have the required hours of class time to be recertified. This is mandated by state law and historically the number of hours and subject matter changes each year as the legislature determines the need for additional area such as cultural diversity, etc. Officers must attend these classes in other jurisdictions and are reimbursed for their meals in accordance with the Town's policy on meals.
Total Professional/Technical		284,249	
40 - Capital Outlays			
54000.01101	AED (Automatic External Defibrillators)	0	Fourteen automatic external defibrillators and associated training equipment was purchased back in 2008. Funding for the equipment was received via grant from the Majorie Moore Charitable Foundation. The American Hospital Association's 2004 Estimated Useful Lives of Depreciable Hospital Assets lists the life expectancy of a defibrillator at five years. The Department of the Army Technical Bulletin (TB MED 7) lists life expectancy of a defibrillator at eight years. The department's AEDs are over ten years old. An application through the Majorie Moore Charitable Foundation will take place, but is unknown if it will be granted or in what amount.

TOWN OF BERLIN

FY 2021/22

Dept No. 1532
 Dept Name Police 21/22
 Budget Input 1-Dec-20

Account	Account Description	Budget	Supporting Description of Activity
54000.00004	Police Vehicles & Equipment	0	\$157,500 - Replacement of vehicles. Police patrol cars have a short life expectancy due to the demands of day to day operations. They are driven an estimated 25,000 miles a year and idle for many more hours. The cost of each vehicle is estimated at \$40,000 and the cost to outfit each vehicle is \$10,000. We are requesting 3 vehicles.\$50k/car. Tentatively these are scheduled for replacement Car #10 - 84,936 miles, #12 - 86,933 miles, & #14 90,317 (mileage as of 10/31/2020). Would be funded from any FY252 surplus.
54000.00100	Computer Equipment	60,000	Replacement of 18 MDT (Mobile Data Terminals) used in the police cruisers. We last replaced these in 2016 with an expected life span of 5 years. This 5-year mark will occur in 2021. It has been confirmed with Dell that our support is not renewable since client endpoint device parts are usually not available after this length of time. These Latitude 12 7220 ruggedized tablets that were chosen after a fair amount of research to replace standard laptops that were on a 3-year replacement schedule. We had several competitive laptops and tablets installed in a few cruisers for testing and this one was consistently chosen by the officers as the preference. These tablets have not only stood up better than standard laptops but have proven to be a much more professional solution. Each unit has a lockable dock in the cruiser, the display is an Outdoor-Readable, Anti-Glare, Anti-Smudge, Polarizer, and Glove-Capable Touchscreen. All of the car docks, power supplies, keyboards, indoor dock, port expanders and other accessories will continue to work with the new tablets. We plan on purchasing these replacements on a 5-year plan once again, so they should last through 2026. Also included in the cost is licensing for a basic version of Office 2019 and accidental damage coverage to the tablet.
Capital Outlays Total		<u>60,000</u>	
Department Total		<u>8,280,437</u>	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
1533 - Emergency Management							
52 Fringe Benefits							
52300.00000	Uniforms	0	300	300	300	300	
Fringe Benefits Total		0	300	300	300	300	0
53 Professional/Technical							
53201.00000	Supplies	641	2,000	2,000	2,000	2,000	
53208.00000	Equipment	1,504	3,000	3,000	3,000	3,000	
53759.00000	Everbridge Mass Notification	0	0	0	14,046	14,046	
53837.00000	Dam EAP Maint/Contractual Services	3,000	10,000	10,000	10,000	10,000	
53899.00000	EOC Phone System	6,045	7,000	7,000	7,000	7,000	
53944.00000	Organizational Fees	255	300	300	300	300	
53945.00000	Training	280	500	500	500	500	
Professional/Technical Total		11,725	22,800	22,800	36,846	36,846	0
Emergency Mgmt. Total		11,725	23,100	23,100	37,146	37,146	0

TOWN OF BERLIN**FY 2021/22**

Dept No. **1533**
 Dept Name **Emerg. Management**

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
20 - Fringe Benefits			
52300.00000	Uniforms	300	This account provides funds for the purchase of uniforms and apparel for this position.
Fringe Benefits Total		300	
30 - Professional/Technical			
53201.00000	Supplies	2,000	This account provides funds for supplying the Emergency Operations Center with the supplies needed during required drills and actual emergencies. Items would include office supplies, data storage supplies and other incidentals needed to operate the EOC.
53208.00000	Equipment	3,000	This account provides funds for the purchase of materials and equipment utilized in the field as part of the job of Emergency Manager. Included in this account are items used during an emergency such as communications equipment, metering devices, thermal cameras and hand tools. This account also funds any replacement parts and sensors, batteries and required annual calibration charges. This years increase includes the cost of sandbags needed for the sandbagger purchased several years ago.
53759.00000	Everbridge Mass Notification	14,046	This account provides for the annual funding of the Everbridge Mass Notification System which allows for the Town to send both Emergency and Non-Emergency Alerts to individuals or groups using lists and locations. These alerts can be used for evacuation notices in the event of a hazardous materials incident or severe weather, and also for notifications to Town employees regarding inclement weather closings and late openings. This budget includes a three year contract amount and this year reflects the first year of that new contract when payment for the renewal is due.
53837.00000	Dam EAP Maint/Contractual Services	10,000	The funds will be used for updating the Emergency Action Plans (EAP's) for the Town's two dams. DEEP requires a bi-annual EAP full update of each Town owned dam, as well as updates as needed during the two year period. These funds will also be available for use on any minor repairs to the dams that might be discovered during the DEEP required routine inspections.
53899.00000	EOC Phone System	7,000	This account provides funds for 15 phone lines installed in the Town's Emergency Operations Center (EOC). These phones would be utilized by various Town departments and outside agencies during an emergency requiring the EOC be open as well as to maintain a landline with the State EOC for voice and fax communications.
53944.00000	Organizational Fees	300	NENA mandatory 911 charge.
53945.00000	Training	500	This account provides funds for continuing education training and professional development.
Professional/Technical Total		36,846	
Emerg. Management Total		37,146	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
1534 - Fire Marshal							
51 Wages-Salaries							
51100.00000	Department Head	0	12,000	12,000	0	0	
51120.00000	Professional Personnel	0	0	852	15,000	15,000	
51125.00000	Mid-Managers Personnel	210,117	217,151	217,151	201,282	201,282	
51400.00000	Overtime	865	2,000	2,000	2,000	2,000	
51805.00000	Longevity	2,600	2,600	2,600	1,300	1,300	
Wages-Salaries Total		213,582	233,751	234,603	219,582	219,582	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	20,626	21,686	21,768	20,821	20,821	
52100.00000	Social Security	15,389	17,934	17,999	16,851	16,851	
52200.00000	Pension	21,012	22,436	22,436	15,515	15,515	
52220.00000	Insurance, Life, Disability	967	1,116	1,116	980	980	
52235.00000	Health Insurance	38,866	41,526	41,526	53,829	53,829	
52300.00000	Uniforms	337	1,100	1,100	1,100	1,100	
Fringe Benefits Total		97,197	105,798	105,946	109,096	109,096	0
53 Professional/Technical							
53201.00000	Supplies	367	500	500	500	500	
53219.00000	Operating Materials	576	1,000	1,000	1,000	1,000	
53813.00000	Computer Support	1,000	1,000	1,000	1,000	1,000	
53814.00000	Contractual Services	950	1,000	0	0	0	
53916.00000	Professional Development	99	125	125	125	125	
53918.00000	Fire Prevention	0	500	500	900	900	
53944.00000	Organizational Fees	375	480	480	480	480	
53945.00000	Training	924	1,220	1,220	1,220	1,220	
Professional/Technical Total		4,291	5,825	4,825	5,225	5,225	0
Fire Marshal Total		315,070	345,374	345,374	333,903	333,903	0

TOWN OF BERLIN

FY 2021/22

Dept No.
Dept Name

1534
Fire Marshal

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	0	Allocation of a portion of Town Planner salary.
51120.00000	Professional Personnel	15,000	To provide for part time Deputy Fire Marshal for Fire Investigation/Inspection services and for coverage in the absence of full time staff. Increase requested due to inspection/workload issues rising due to new construction projects which will require periodic inspections per statutory requirements.
51125.00000	Mid-Managers Personnel	201,282	Salary allocations for Waznia and Cop who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22
51400.00000	Overtime	2,000	This account provides funds for overtime hours incurred by the Chief Fire Marshal and the Deputy Fire Marshal. Overtime duties include fire/explosion investigation, hazardous material incident response, Emergency Operations Center activation, and hazardous condition investigation.
51805.00000	Longevity	1,300	The Town has a schedule of longevity payments. The department currently has two employees receiving these payments as follows: Steven Waznia, 32 years, Mid-Management, \$1,300
Wages-Salaries Total		219,582	
52 Fringe Benefits			
52010.00000	Worker's Compensation	20,821	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	16,851	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	15,515	Employer share of pension plan. Based upon 10% for defined contribution plan.
52220.00000	Insurance, Life, Disability	980	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	53,829	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	1,100	This account provides funds for the purchase of uniforms and safety equipment as required by OSHA and the collective bargaining agreement. Increase due to replacing existing expired respirator equipment as well as protective turnout gear for new Deputies.
Fringe Benefits Total		109,096	

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53201.00000	Supplies	500	Provides funds for the purchase of office supplies, computer supplies, printing services and fire reporting software support, Submission of fire reports to the State of Connecticut is mandated by Connecticut General Statute 29-303.
53219.00000	Operating Materials	1,000	Provides funds for the purchase of materials, equipment and services utilized in field work relating to fire investigation, inspection, code enforcement, loss control, hazardous material incidents, and townwide emergency incidents. Items included in this account are evidence collection tools, communication, chemical identification equipment, replacement meter sensors and field manuals necessary to perform the duties of the department as required by State statute.
53813.00000	Computer Support	1,000	This line item reflects the change to the existing communications system and will be consistent with the Police Department and Fire Department communications.
53814.00000	Contractual Services	0	Provides funds to be utilized to obtain coverage services from State of Connecticut certified Fire Marshals, Inspectors and Investigators to assist or provide coverage in inspections, fire investigations, public education and training.
53916.00000	Professional Development	125	Annual CCM Conference and Re-Certification as Certified Connecticut Municipal Official.
53918.00000	Fire Prevention	900	Provides funds for the purchase of fire prevention and fire protection material to be used throughout the year for public education and fire inspection activities. Brochures, videos, and fire training manuals are included in this account. Increase requested due to new code adoption in 2021 requiring purchase of new code documents.
53944.00000	Organizational Fees	480	Provides funds for association fees for the Connecticut Fire Marshals Association (CFMA), National Fire Protection Association (NFPA) and International Association of Arson Investigators (IAAI).
53945.00000	Training	1,220	Provides funds for training programs which staff attend during the year. Staff are required to attend a minimum of 90 hours of training every three years to maintain state certification per Connecticut General Statute 29-298. Training includes fire prevention, fire investigation, hazardous materials, emergency management and law enforcement. HazMat Tech refresher mandated by OSHA.
Professional/Technical Total		5,225	
Fire Marshal Total		333,903	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
2035 - Municipal Garage							
51 Wages-Salaries							
51125.00000	Mid-Managers Personnel	99,575	101,815	101,815	104,106	104,106	
51130.00000	Clerical Personnel (incl PT Req)	32,916	33,563	33,563	47,972	47,972	
51135.00000	Blue Collar Personnel	308,714	340,171	340,171	340,913	340,913	
51400.00000	Overtime	5,507	6,000	6,000	6,000	6,000	
51445.00000	Storm Related Overtime	9,019	19,008	19,008	15,392	15,392	
51805.00000	Longevity	4,126	4,143	4,143	3,800	3,800	
51820.00000	In lieu of Health Insurance	2,300	2,300	2,300	1,800	1,800	
Wages-Salaries Total		462,157	507,000	507,000	519,983	519,983	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	26,430	28,580	28,580	28,638	28,638	
52100.00000	Social Security	34,024	38,845	38,845	39,447	39,447	
52200.00000	Pension	39,708	41,627	41,627	41,497	41,497	
52220.00000	Insurance, Life, Disability	1,863	2,029	2,029	2,287	2,287	
52235.00000	Health Insurance	59,352	70,640	70,640	73,955	73,955	
52300.00000	Uniforms	3,822	5,900	5,900	5,900	5,900	
Fringe Benefits Total		165,198	187,621	187,621	191,724	191,724	0
53 Professional/Technical							
53106.00000	Vehicle Fuel	192,581	265,845	265,845	265,845	265,845	
53201.00000	Supplies	1,004	2,000	2,000	2,000	2,000	
53217.00000	Snow Equipment	1,746	5,000	5,000	5,000	5,000	
53218.00000	Tools	1,953	4,000	4,000	4,000	4,000	
53219.00000	Operating Materials	1,466	3,500	3,500	3,500	3,500	
53220.00000	Tires	33,108	46,000	46,000	35,000	35,000	
53233.00000	Vehicle Parts	118,334	125,000	125,000	135,000	135,000	
53245.00000	Maintenance	0	0	0	5,000	5,000	
53248.00000	Miscellaneous Equipment	1,767	5,000	5,000	5,000	5,000	
53813.00000	Computer Support	5,947	10,800	10,800	10,800	10,800	
53814.00000	Contractual Services	21,776	30,000	30,000	30,000	30,000	
53826.00000	Towing	320	3,000	3,000	3,000	3,000	
53839.00000	Contr. Serv. - Veh. Rebuild	10,204	13,525	13,525	13,525	13,525	
53916.00000	Professional Development	0	3,000	3,000	3,000	3,000	
53920.00000	Professional Services	4,044	10,000	10,000	10,000	10,000	
53944.00000	Organizational Fees	70	210	210	140	140	
Professional/Technical Total		394,320	526,880	526,880	530,810	530,810	0

GENERAL FUND BUDGET FY2021/22

EXPENSE	2020	2021		2022		
	Actual	Adopted	Amended	Dept Head	Town Mgr	Bd of Fin
54 Capital Outlays						
54000.00108 Electronic/Computer Analytic Equipment	0	0	0	23,000	23,000	
Capital Outlays Total	0	0	0	23,000	23,000	
Municipal Garage Total	1,021,676	1,221,501	1,221,501	1,265,517	1,265,517	0

TOWN OF BERLIN**FY 2021/22**

Dept. No. 2035
 Dept. Name Municipal Garage

Budget Input
 1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51125.00000	Mid-Managers Personnel	104,106	<p>Salaries for employees who are members of the Mid-Managers union. Amount budgeted is based on the negotiated contract schedule for 2021-22.</p> <p>The Fleet Manager is responsible to oversee the operation of the Towns Fleet. It is his job to ensure that a safe and cost effective fleet of vehicles and off-road equipment is available for use by various Town Departments. It is also his job to research and develop specifications used to purchase Town vehicles and equipment, along with over-seeing the daily operations of the repair facility.</p>
51130.00000	Clerical Personnel	47,972	<p>Salaries for clerical employee who is a member of the White-Collar union. Contract expires 6/30/23. The amount budgeted is based on the negotiated contract schedule for 2021-22.</p> <p>The Administrative Secretary's position is currently a part time position that is budgeted for 25 hours a week.</p> <p>Currently the Administrative Secretary performs the following work for the Municipal Garage: input and data entry for the fueling systems, vehicle maintenance system, and accounts payable, budget preparation, keeping track of fuel usage (monthly basis), generating reports for the Police Department and the Senior Center, as well as the end of the year "In-Kind" report. Inputting all new vehicles and submitting to Finance to be put on our insurance plan. Invoicing, purchase orders, motor vehicle department paperwork, DMV reports submitted bi-annually, Drivers certification (CDL) and submittal to DMV.</p>
51135.00000	Blue Collar Personnel	340,913	Salaries for employees who are members of the Blue-Collar union. Contract expires 6/30/21. The amount budgeted is based on the negotiated contract schedule for 2020-21 with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51400.00000	Overtime	6,000	This account pays the overtime that is used to provide services that must be performed after regular hours. These services include: Call-outs for road service on Town vehicles, impounding of vehicles that are involved in serious accidents, and some repairs that need to be performed before the beginning of the next days regular working hours due to scheduling requirements in other departments.
51445.00000	Storm Related Overtime	15,392	<p>Reflects anticipated overtime for the Supervisory and Blue Collar personnel that are required to work during snow and ice operations along with other adverse weather events.</p> <p>The budgeted figure is comprised of an average of the past five years along with 2.0% wage increase provided within the negotiated contracts. It is based on the following historical data:</p> <p>15/16 - \$13,540 16/17 - \$18,1660 17/18 - \$17,114 18/19 - \$17,270 19/20 - \$9,019</p>

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51805.00000	Longevity	3,800	The Town has a schedule of longevity payments. The department currently has four (3) employees receiving these payments as follows: (Part-time Fire Equipment Mechanic Does Not Receive Longevity) J Simons, 40.4 years, Mid-Mgmt., \$1,300 D Dyer, 21.9 years, Blue Collar, \$1,250 T Faipier, 24.9 years, Blue Collar, \$1,250
51820.00000	In Lieu of Health Ins	1,800	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. Two employees have elected this option. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family)
Wages-Salaries Total		519,983	
52 Fringe Benefits			
52010.00000	Worker's Compensation	28,638	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	39,447	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	41,497	Employer share of pension plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for Mid Management, White and Blue Collar.
52220.00000	Insurance, Life, Disabil.	2,287	Premiums for life, death and disability insurance; based upon amount of salary. Under contract with Anthem. Premiums remained the same as FY21.
52235.00000	Health Insurance	73,955	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	5,900	This account pays for the uniforms and safety shoe allowances for the mechanics that are granted within their contracts.
Fringe Benefits Total		191,724	
53 Professional/Technical			
53106.00000	Vehicle Fuel	265,845	This account funds motor fuels and related items used in the Town's Fleet. In January 1, 2020 the Town of Berlin signed a contract to purchase 74,000 gallons of Gasoline for a price of \$1.79, which expires December 31, 2021. The current Diesel contract which the Town signed, expires on June 30, 2022 for 33,000 gallons at a price of \$1.84. Also within this contract are funds to pay for welding gases, motor oils, greases and medical oxygen. A complete break out of this account follows:
	Item	Description	Amount
	Gasoline	74,000 Gallons @ \$1.79 a Gallon	\$132,460
	Misc Taxes	Misc. taxes for Unleaded Gasoline	\$10,000
	Diesel	33,000 Gallons @ \$1.84 a Gallon	\$60,720
	Oils and Lubes	Motor Oils & Lubricants, etc...	\$24,000
	All-Gas	Welding and Oxygen	\$6,200
	Clean Tank	Tank Cleaning & Waste Removal	<u>\$8,000</u>
			\$241,380
	** Oil and gas prices have increase - which will make the difference between this price and what is requested**		

Acct.	Account Description	21/22 Budget	Supporting Description of Activity										
53201.00000	Supplies	2,000	This account allows for printing and office supplies used in the everyday operation of the Municipal Garage, such as Pre-Trip Forms, Work Order Reports, Paper, Pencils, etc...										
53217.00000	Snow Equipment	5,000	This account allows for the repair and/or replacement of specialized items used in snow and ice operations. Unlike the auto parts account, this account is for purchasing components (plow frames, mold boards, conveyer chains) or complete units that are the back bone of the snow and ice equipment account.										
53218.00000	Tools	4,000	This account allows for the replacement of the mechanics personal tools as provided within the Blue Collar contract. Also, we purchase some small hand tools and equipment for the shop. (Drop Lights, Creepers, Jack Repairs, etc...). Within the automotive field the vehicles have become more and more sophisticated, which require more sophisticated tools to diagnose the many electronic components of the newer vehicles.										
53219.00000	Operating Materials	3,500	This account funds items including but not limited to: Shop rags, fender covers, safety equipment, hand soap, vehicle cleaning supplies, floor mats, etc...										
53220.00000	Tires	35,000	This account allows for the purchase of replacement tires for Town vehicles. Tires are purchased utilizing a State of CT contract. Some minor labor charges are also funded within this account, they include road service, large tire repairs and dismounting and mounting of truck tires.										
53233.00000	Vehicle Parts	135,000	This account provides funding to purchase parts and supplies that allow us to perform preventive maintenance and limited repairs on town vehicles and equipment. If during the year, an unforeseen event occurs, (engine failure, transmission failure, etc.) this account's expenditures increase drastically. If we experience a difficult winter, this account will fall short as the budget history shows. The increase in this account is due to the higher prices for auto parts and to maintain our older vehicles.										
53245.00000	Maintenance	5,000	The Radio maintenance account is setup to repair and replace mobile radios, portables, and base stations used within the daily routine operations for Water and Sewer, Municipal Garage, Building Maintenance, Public Grounds, Highway Department, Senior Center, and the Golf Course.										
53248.00000	Miscellaneous Equipment	5,000	This account is for the replacement of miscellaneous shop equipment. Items such as welders, Tire Changing equipment, lifting chains, saws etc..										
53813.00000	Computer Support	10,800	<p>The Municipal Garage uses computers to track, diagnose and project vehicle costs, trends and replacement needs. We track the vehicles and equipment with a software that records every time a gas or diesel pump is used, and it tracks the mileage and amount of fuel delivered. This software integrates with the asset and maintenance software (Manager Plus). The Manager Plus software is the heart of the whole operation. We input as much data into this program on every vehicle or piece of equipment the Town owns. This data includes: Motor Pool #, Town Asset ID, Vehicle Identification numbers, insurance info, warranty info, repair requests and work orders, fuel usage and mileage.</p> <p>The Town also has service agreements with Ford. These allow us to use the ford fleet website for diagnostic and part locations. I am also looking into International and Cummings software for diagnostic and repair information. The break down of these costs are as follows:</p> <table><tr><td>Ford Fleet (2 licenses)</td><td>\$2,000</td></tr><tr><td>Petrovend</td><td>\$1,700</td></tr><tr><td>Manager Plus Cloud</td><td>\$5,500</td></tr><tr><td>McAfee</td><td>\$ 100</td></tr><tr><td>Mitchell1/Nexgen</td><td>\$1,500</td></tr></table>	Ford Fleet (2 licenses)	\$2,000	Petrovend	\$1,700	Manager Plus Cloud	\$5,500	McAfee	\$ 100	Mitchell1/Nexgen	\$1,500
Ford Fleet (2 licenses)	\$2,000												
Petrovend	\$1,700												
Manager Plus Cloud	\$5,500												
McAfee	\$ 100												
Mitchell1/Nexgen	\$1,500												

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53814.00000	Contractual Services	30,000	This account allows for the out-sourcing of tasks that the Municipal Garage cannot perform, due to time allotments or skill level. These tasks include machining parts, repair of automatic transmissions and welding/fabrication work.
53826.00000	Towing	3,000	This account is used to tow or recover Town owned vehicles and equipment that cannot be driven or moved in-house to the Garage for repair. The additional funding in this vehicle is to tow Class 8 vehicles.
53839.00000	Contr. Serv. - Veh. Rebuild	13,525	This account allows for the out-sourcing of sandblasting, painting, etc... of vehilces to extend their lives.
53916.00000	Professional Development	3,000	<p>Within the automotive field it is essential to provide training in the latest electronic and diagnostic procedures. This account allows for the continual education of the Town's vehicle maintenance personnel.</p> <p>By providing this continual training to our mechanics and the Supervisor, the Town gains the benefits of having knowledgeable personnel that can diagnose and repair equipment with greater efficiency. We would like to send two mechanics to Wisconsin to learn about the new preventative and diagnostics of the Fire Department Pumps. We would also like to begin a program to entice our current mechanics to become ASE & EVT (American Society of Excellent/Emergency Vehicle Technician) certified, which the current legislation states is needed to work on emergency vehicles.</p>
53920.00000	Professional Services	10,000	<p>This account funds professional services that are used in the operation of the Garage and the Fleet. These services include:</p> <ul style="list-style-type: none"> ● Painting and Auto body repairs that increases the life of town vehicles ● Lettering and vinyl graphics for town vehicle markings ● Inspection of equipment used within the garage (Vehicle lifts, Cranes ,etc.), ● Disposal of Hazardous wastes created by the garage (waste oil & anti-Freeze, absorbent materials, & spent oil filters), and the pumping and cleaning of the Oil Water Separator. All of which are State and Federal mandates.
53944.00000	Organizational Fees	140	Many of the vehicles repaired and operated by the Towns mechanics are over 26,000 lbs. Under State and Federal MVD laws, to operate these vehicles one must posses a CDL license. The Blue Collar contract allows for reimbursement of fees associated with a CDL license. This year three employees will renew their license.
Profess./Tech. Total		530,810	
54 Capital Outlays			
54000.00108	Electronic/Computer Analytic Equipment	23,000	A Diagnostic Analyzer allows the Technician to interface with the onboard computerized systems on the Town fleet of vehicles. The plan is to purchase one analyzer that the 2 Technicians can share
Capital Outlays Total		23,000	
Municipal Garage Total		1,265,517	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
2036 - Public Works							
51 Wages-Salaries							
51100.00000	Department Head	90,108	90,108	93,036	97,827	97,827	
51125.00000	Mid-Managers Personnel	179,290	185,390	185,390	190,616	190,616	
51130.00000	Clerical Personnel	51,225	51,030	51,030	53,360	53,360	
51805.00000	Longevity	2,955	3,168	3,168	3,168	3,168	
Wages-Salaries Total		323,578	329,696	332,624	344,971	344,971	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	11,791	15,443	15,443	15,901	15,901	
52100.00000	Social Security	22,976	25,291	25,291	26,460	26,460	
52200.00000	Pension	28,458	29,050	29,050	30,269	30,269	
52220.00000	Insurance, Life, Disability	1,583	1,595	1,595	1,666	1,666	
52235.00000	Health Insurance	63,356	67,080	67,080	73,492	73,492	
52300.00000	Uniforms	0	330	330	330	330	
Fringe Benefits Total		128,164	138,789	138,789	148,118	148,118	0
53 Professional/Technical							
53201.00000	Supplies	1,360	2,000	2,000	2,000	2,000	
53223.00000	Street Signs	3,103	4,500	4,500	4,500	4,500	
53813.00000	Computer Support	279	1,800	1,800	1,800	1,800	
53814.00000	Contractual Services	24,506	50,000	50,000	50,000	50,000	
53821.00000	GIS Programming	29,970	38,500	38,500	38,500	38,500	
53823.00000	Refuse Disposal	1,685,373	1,800,000	1,800,000	1,850,000	1,850,000	
53832.00000	Cont.Serv.- Monitoring Well Vet.Pk.	4,255	7,000	7,000	7,000	7,000	
53836.00000	Mater.Storage Yd. Mon.Wells (Mandate)	6,927	8,000	8,000	8,000	8,000	
53838.00000	Monitoring - Newman property	6,425	10,000	10,000	10,000	10,000	
53916.00000	Professional Development	315	715	715	715	715	
53935.00000	Street Lighting - Supply	134,289	200,000	200,000	200,000	200,000	
53944.00000	Organizational Fees	488	1,040	1,040	1,040	1,040	
53949.00000	Street Lining	7,000	10,000	10,000	10,000	10,000	
53970.00000	Flood Control Projects (Reclassified from Capital)	26,876	30,000	30,000	30,000	30,000	
53971.00000	Stormwater Drainage Analysis (Reclassified from Capital)	2,501	40,000	40,000	40,000	40,000	
Professional/Technical Total		1,933,666	2,203,555	2,203,555	2,253,555	2,253,555	0
Public Works Total		2,385,408	2,672,040	2,674,968	2,746,644	2,746,644	0

TOWN OF BERLIN**FY 2021/22**

Dept No. 2036
 Dept Name Public Works

Budget Input
 1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	97,827	This item reflects 3/4 of Director of Public Works total salary. Remaining 1/4 is paid by WCC. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation. Also included is a \$3K stipend for Supervising the Municipal Garage
51125.00000	Mid-Managers Personnel	190,616	Salary allocations for J Horbal and D Thorn, who are members of the Mid-Managers collective bargaining unit. Contract expires 6/30/22. 1/4 of J. Horbal's salary is paid by WCC. Amount budgeted is based on the FY22 rate.
51130.00000	Clerical Personnel	53,360	85% Salary allocation for L.Paonessa, a member of the White-Collar collective bargaining unit. The remaining 15% is paid by Water Control. Contract expires 6/30/23. The amount budgeted is based on the FY22 rate.
51805.00000	Longevity	3,168	The Town has a schedule of longevity payments. The department has 3 employees that will be receiving these payments as follows: J. Horbal, \$975 D. Thorn, \$1,300 L. Paonessa, \$892.50
Wages-Salaries Total		344,971	
52 Fringe Benefits			
52010.00000	Worker's Compensation	15,901	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	26,460	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	30,269	Employer share of pension plan. Based upon actuarial recommendation for the defined benefit segment. For the defined contribution plan, 10% for eligible Top and Mid Management and White Collar; 6% for employees hired after 1/1/15.
52220.00000	Insurance, Life, Disability	1,666	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	73,492	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs, we use a 10% increase above the current rates.
52300.00000	Uniforms	330	Engineering Dept. field inspection clothing/boot allowance
Fringe Benefits Total		148,118	
53 Professional/Technical			

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53201.00000	Supplies	2,000	The Public Works/Engineering Dept. uses supplies to mark properties, survey utilities, etc. in addition to the normal office supplies. The fax machine (drum, toner) and full-size scanner/copier is used by several departments but maintained and used by Public Works as well.
53223.00000	Street Signs	4,500	There are approx. 440 street signs in town to maintain. Signage is being replaced to reflect current standards, existing signs being stolen (or damaged), etc.
53813.00000	Computer Support	1,800	This item allows the department to maintain existing software (e.g. AutoCAD), to trouble shoot issues with the service representatives, and to obtain new software & hardware as needed.
53814.00000	Contractual Services	50,000	Consultants/contractors are retained during the early phases of projects on an 'as-needed' basis to provide support involving undeveloped land, roadways, utilities, bridges and structures.
53821.00000	GIS Programming	38,500	Account previously located in Technology Dept. budget. Engineering is working with vendors to update technology. Moved ESRI – ARC GIS Support (\$3,500) from IT in FY 2020 budget.
53823.00000	Refuse Disposal	1,850,000	Covers the cost of refuse & recycling collection, leaf disposal/collection, operation of the Transfer Station and Hazardous Waste Disposal. Anticipate increases due to contract re-negotiations and change in disposal (tipping) fees.
53832.00000	Cont.Serv.-Well Monitoring Vet. Park	7,000	Reflects twice yearly sampling and testing of monitoring wells - Required by CTDEEP.
53836.00000	Material Storage Yard Monitoring Wells	8,000	Reflects sampling and testing of monitoring wells and the submission of required reports to CT DEEP solid waste for this site on Christian Lane.
53838.00000	Monitoring - Newman property	10,000	Reflects required sampling and testing on property that Town purchased (1567 Berlin Tnpke). Through June 30, 2019, insurance proceeds paid for the testing.
53916.00000	Professional Development	715	Reflects seminars, APWA Conference, and other meeting and training expenses for the year for management personnel (Ahern, Horbal, and Thorn).
53935.00000	Street Lighting	200,000	This item covers the electricity, maintenance and replacement costs for over 2,500 street light fixtures Town-wide.
53944.00000	Organizational Fees	1,040	This item covers the cost of the Professional Engineer's license (\$300), APWA (\$380), as well as membership to the Connecticut Assoc. of Streets & Hwy Officials for the Director and Deputy Dir. of Public Works (\$50 ea.)(see description).
53949.00000	Street Lining	10,000	This item provides for the painting of street lines on selected streets. Epoxy painting increases longevity and is more cost-effective in the long run.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53970.00000	Flood Control Projects (Reclassified from Capital)	30,000	The Town is required to maintain waterways within the Town's limits so that run-off from storm events can continue to flow adequately. It is necessary, therefore, for the Town to clear streams, channels, bridges, culverts and associated piping whenever they become obstructed, or deteriorate to the point where they need to be re-established or reconstructed to prevent loss of property and/or life during storm events.
53971.00000	Stormwater Drainage Analysis (Reclassified from Capital)	40,000	With the amount of on-going drainage issues across the town, it is difficult to determine and manage areas prone to flooding without knowing the capacity and condition of our townwide catchbasins, storm pipes, culverts, brooks and ponds. These types of analyses can help minimize growth to areas with limited drainage capacities, thus reducing stormwater/flooding impact to streets, homes and businesses. In addition, engineering and GIS evaluations are completed for upgrading portions of existing drainage systems and to comply with the CT DEEP MS4 stormwater permit.
Professional/Technical Total		2,253,555	
Pub. Works Total		2,746,644	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
2037 - Highway Department							
51 Wages-Salaries							
001.20.2037.0.51125.00000	Mid-Managers Personnel	158,668	165,690	165,690	173,331	173,331	
001.20.2037.0.51135.00000	Blue Collar Personnel	789,912	819,064	819,064	802,464	802,464	
001.20.2037.0.51400.00000	Overtime	12,531	13,500	13,500	13,500	13,500	
001.20.2037.0.51435.00000	Recycling Center Overtime	5,865	7,600	7,600	7,600	7,600	
001.20.2037.0.51440.00000	Extra Duty Police Officer	3,003	17,500	17,500	17,500	17,500	
001.20.2037.0.51445.00000	Storm Related Overtime	37,058	80,000	80,000	80,000	80,000	
001.20.2037.0.51805.00000	Longevity	13,000	12,075	12,075	9,717	9,717	
001.20.2037.0.51820.00000	In Lieu of Health Insurance	2,775	3,600	3,600	4,300	4,300	
Wages-Salaries Total		1,022,811	1,119,029	1,119,029	1,108,412	1,108,412	
52 Fringe Benefits							
001.20.2037.0.52010.00000	Worker's Compensation	129,600	145,229	145,229	139,120	139,120	
001.20.2037.0.52100.00000	Social Security	72,583	85,855	85,855	85,043	85,043	
001.20.2037.0.52200.00000	Pension	82,098	90,433	90,433	84,489	84,489	
001.20.2037.0.52220.00000	Insurance, Life, Disability	4,327	4,804	4,804	4,807	4,807	
001.20.2037.0.52235.00000	Health Insurance	230,191	244,869	244,869	252,544	252,544	
001.20.2037.0.52300.00000	Uniforms	6,162	8,500	8,500	8,500	8,500	
Fringe Benefits Total		524,961	579,690	579,690	574,503	574,503	
53 Professional/Technical							
001.20.2037.0.53201.00000	Supplies	150	500	500	500	500	
001.20.2037.0.53208.00000	Equipment	0	25,000	25,000	25,000	25,000	
001.20.2037.0.53217.00000	Snow & Ice Materials	159,687	175,000	175,000	175,000	175,000	
001.20.2037.0.53218.00000	Tools	2,586	3,500	3,500	3,500	3,500	
001.20.2037.0.53219.00000	Operating Materials	15,578	14,000	14,000	14,000	14,000	
001.20.2037.0.53231.00000	Safety Equipment	507	1,500	1,500	1,500	1,500	
001.20.2037.0.53245.00000	Maintenance	116	250	250	250	250	250
001.20.2037.0.53604.00000	Truck Rental	14,580	40,000	40,000	40,000	40,000	
001.20.2037.0.53807.00000	Tree Removal	27,000	42,000	42,000	42,000	42,000	42,000
001.20.2037.0.53812.00000	Catch Basin Cleaning	102,269	100,000	100,000	100,000	100,000	
001.20.2037.0.53814.00000	Contractual Services	500	2,000	2,000	2,000	2,000	
001.20.2037.0.53916.00000	Professional Development	110	400	400	400	400	
001.20.2037.0.53944.00000	Organizational Fees	200	255	255	255	255	
001.20.2037.0.53969.00000	MS4 Stormwater Monitoring	4,743	12,000	12,000	12,000	12,000	
Professional/Technical Total		328,027	416,405	416,405	416,405	416,405	
54 Capital Outlays							
001.20.2037.0.54000.00024	Flatbed Truck w/Power Lift Tailgate	45,000	0	0	0	0	
001.20.2037.0.54000.00130	Bucket Loader	60,000	0	0	0	0	
001.20.2037.0.54000.00138	Wood Chipper	75,000	0	0	0	0	
001.20.2037.0.54000.00172	Excavator	110,000	0	0	0	0	
Capital Outlays Total		290,000	0	0	0	0	
Highway Total		2,165,800	2,115,124	2,115,124	2,099,320	2,099,320	

TOWN OF BERLIN**FY 2021/22**

Dept No.

2037

Budget Input

Dept Name

Highway Dept.**1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51125.00000	Mid-Managers Personnel	173,331	Salary allocation covers wages of Highway Superintendent and Foreman who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22.
51135.00000	Blue Collar Personnel	802,464	Salaries for employees who are members of the Blue-Collar union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for the FY21 budget year, with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51400.00000	Overtime	13,500	This account has been used during the normal construction season, when for safety reasons, to reduce public inconvenience, or when contractors are working late, it is advantageous for certain Highway Department personnel to work overtime.
51435.00000	Recycling Ctr OT	7,600	This reflects the OT required to keep the Recycling Center open on weekends. This line item was previously reflected in the Facilities budget.
51440.00000	Police Extra Duty	17,500	The Police Department charges for traffic control on roadway projects.
51445.00000	Storm Related Overtime	80,000	Storm Related, reflects anticipated overtime by supervisory and Blue Collar personnel required for snow and ice removal and other storm events. Additional funding will be required if we experience a severe winter season or other numerous storms.
51805.00000	Longevity	9,717	The Town has a schedule of longevity payments. The department currently has 10 employees who should receive these payments as follows: Fazzino \$1,067 Marquardt \$1,250 Giuffre \$1,250 Karp \$1,300 Letizio \$1,250 Lavoie \$925 Spencer \$1,250 St.Jarre \$1,300 Stiano \$1,250
51820.00000	In Lieu of Health Ins.	4,300	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. Two employees have elected to take this option.
Wages-Salaries Total		1,108,412	
52 Fringe Benefits			
52010.00000	Worker's Compensation	139,120	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	85,043	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	84,489	Employer share of pension plan. For the defined contribution plan, 10% for eligible Mid Management and Blue Collar employees; 6% for employees hired after 1/1/15.
52220.00000	Insurance, Life, Disability	4,807	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
52235.00000	Health Insurance	252,544	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	8,500	Uniforms are provided in accordance with union contract. Prices increase annually. Cost of clothing includes shoe allowance. Also includes special orders such as Hi-Visibility tee shirts and sweat shirts - Approx \$1,500.
Fringe Benefits Total		574,503	
53 Professional/Technical			
53201.00000	Supplies	500	This account is used for office and incidental supplies, such as printer cartridges, used by the Department.
53208.00000	Equipment	25,000	This account will be used to replace/purchase road saws, plate compactors, asphalt & topsoil unloaders, curbing machine, leaf blower & other highway equipment, as necessary.
53217.00000	Snow & Ice Materials	175,000	Snow and Ice Materials, reflecting expected spending based on past experience. The price of materials, salt, sand, and snowplow edges have increased, along with roadway mileage to reflect the budget projection. Additional funding would be also required if we have a severe winter.
53218.00000	Tools	3,500	Includes all power and hand tools required for operation of the Department; also includes allocation for chain saw and/or power brush cutter replacements. These latter items each cost \$600 or more, and thus reflect a major part of this account.
53219.00000	Operating Materials	14,000	Includes funds for highway maintenance materials such as pavement, processed aggregate, gravel, topsoil, fertilizer, limestone, lawn seed, chemicals, sweeper brooms, and mower blades.
53231.00000	Safety Equipment	1,500	The safety equipment account supplies protective clothing for department personnel such as gloves, hard hats, rain gear and safety vests. Supplies for the first aid kit are also included in this line item.
53245.00000	Maintenance	250	Machine Maintenance includes anticipated expenses for maintenance of stationary equipment (compressor, high pressure cleaner, grinders, etc.) in the Highway Department buildings.
53604.00000	Truck Rental	40,000	Truck Service- Rental service has shown to be cost effective for snow and ice removal. Currently one heavy truck and four pickup trucks are rented for each snow storm. Additional funding would be required if we experience a severe winter.
53807.00000	Tree Removal	42,000	Funds are used to contract for tree cutting crews and equipment to remove dead and/or hazardous trees within or near highway limits. Beginning FY2021, additional funds are requested for stump removal in key areas of Town. Also includes Tree Warden stipend of \$2,400 plus fringe benefits.
53812.00000	Catch Basin Cleaning	100,000	This line item exists in the budget to fund catch basin cleanings performed each year as mandated by CT DEEP. Material generated from the catch basin cleanings performed by a combination of our own forces (when feasible) and subcontractor was previously disposed of at the New Britain Landfill. Due to that closure, we must test and dispose of the material somewhere more expensive. In addition, this line item is also used for spring time sweeping of roadways.
53814.00000	Contractual Services	2,000	Labor Service – funds in this account are used for the rental of specialized equipment not in the Town inventory and/or to augment Town equipment during peak work periods. Typical equipment rented is large backhoes, graders, compressors, sweeper, pavement milling machines and rollers. Also, as the Town's equipment inventory ages it becomes less dependable at the times the equipment is needed.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53916.00000	Prof. Development.	400	This allows staff to participate in regional trade organizations, conferences, and similar activities. The reimbursement of CDL license renewals is also included in this account.
53944.00000	Organizational Fees	255	This account allows for membership in four trade organizations for the Highway Superintendent.
53969.00000	MS4 Stormwater Monitoring	12,000	New State Mandate for stormwater monitoring and additional cleaning and testing of basins, streams and outfalls.
Professional/Technical Total		416,405	
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54 Capital Outlays			
54000.00130	Bucket Loader	0	
54000.00138	Wood Chipper	0	
Total Capital Outlays		0	
Highway Total		\$2,099,320	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
2038 - Public Buildings							
51 Wages-Salaries							
51100.00000	Department Head	39,725	39,726	39,726	40,718	40,718	
51125.00000	Mid-Managers Personnel	86,272	26,464	26,464	27,060	27,060	
51130.00000	Clerical Personnel	33,146	33,020	33,020	34,527	34,527	
51135.00000	Blue Collar Personnel	849,719	448,243	448,243	454,782	454,782	
51400.00000	Overtime	21,089	40,000	40,000	40,000	40,000	
51805.00000	Longevity	9,760	4,335	4,335	4,425	4,425	
51820.00000	In lieu of Health Insurance	4,800	1,790	1,790	1,290	1,290	
Wages-Salaries Total		1,044,512	593,578	593,578	602,802	602,802	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	62,697	33,602	33,602	33,526	33,526	
52100.00000	Social Security	75,869	45,474	45,474	46,180	46,180	
52200.00000	Pension	92,961	50,208	50,208	51,170	51,170	
52220.00000	Insurance, Life, Disability	4,666	2,676	2,676	2,725	2,725	
52235.00000	Health Insurance	206,073	129,439	129,439	148,609	148,609	
52300.00000	Uniforms	7,681	11,000	11,000	11,000	11,000	
Fringe Benefits Total		449,948	272,399	272,399	293,210	293,210	0
53 Professional/Technical							
53102.00000	Electricity	228,905	280,000	280,000	300,000	300,000	
53103.00000	Fuel, Generators	250	1,500	1,500	1,500	1,500	
53105.00000	Natural Gas	75,031	115,000	115,000	115,000	115,000	
53201.00000	Supplies	1,499	1,500	1,500	1,500	1,500	
53219.00000	Operating Materials	67,823	110,000	110,000	120,000	120,000	
53238.00000	Traffic Lights/Signals	1,260	15,000	15,000	20,000	20,000	
53244.00000	Custodial Supplies	34,471	35,000	35,000	40,000	40,000	
53245.00000	Maintenance & Repair	4,793	5,000	5,000	5,000	5,000	
53251.00000	Townwide Repairs	14,280	30,000	30,000	30,000	30,000	
53813.00000	Computer Support	3,791	15,000	15,000	9,500	9,500	
53814.00000	Contractual Services	152,765	225,000	225,000	225,000	225,000	
53902.00000	Telephone	80,503	135,000	135,000	140,000	140,000	
53916.00000	Professional Development	479	500	500	500	500	
53917.00000	Water & Sewer	13,408	25,000	25,000	25,000	25,000	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

Account	Description	2020	2021		2022		
		Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
53943.00000	Mileage	0	1,000	1,000	500	500	
53944.00000	Organizational Fees	780	1,650	1,650	1,650	1,650	
53945.00000	Training	0	2,000	2,000	2,000	2,000	
53946.00000	Vandalism	0	1,000	1,000	1,000	1,000	
Professional/Technical Total		680,038	999,150	999,150	1,038,150	1,038,150	0
54 Capital Outlays							
54000.00302	Townwide ADA Upgrades	0	0	0	25,000	25,000	
54000.00302	Timberlin Maintenance Building Roof Repairs	0	0	0	30,000	30,000	
54000.00302	Town Hall Elevator Modernization	0	0	0	100,000	100,000	
54000.00315	ADA Improvements - Comm. Ctr. Doors	42,191	0	0	0	0	
54000.00340	Senior Center HVAC System	33,624	0	0	0	0	
54000.00352	Senior Center Repairs	74,185	0	0	0	0	
Capital Outlays Total		150,000	0	0	155,000	155,000	0
Public Building Department Total		2,324,498	1,865,127	1,865,127	2,089,162	2,089,162	0

TOWN OF BERLIN

FY 2021/22

Dept No. 2038
 Dept Name Public Buildings
 Budget Input
 1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	40,718	Department Head salary position. Amount budgeted is based on the 2020-21 fiscal year rate with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation. This position was previously a Mid Management position, but has been reclassified to Top Management to reflect an increase in responsibility. The Building Superintendant will now be shared with the Board of Education. 60% of this salary is paid by Dept 61 School Expenses and will be reimbursed by the Board of Ed at year end.
51125.00000	Mid-Managers Personnel	27,060	Salary allocation for Building Foreman who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22. 30% of salary and benefits remain with facilities, the balance is allocated to School (Dept 61)
51130.00000	Clerical Personnel	34,527	Salary for the department bookkeeper, a member of the White-Collar collective bargaining unit. Amount budgeted is based on the 2021-22 fiscal year rate. Contract expires 6/30/23. 45% of this salary is paid by Dept 61 School Expenses.
51135.00000	Blue Collar Personnel	454,782	Salary allocations for (1) Carpenter, (4) Custodians, (1) Plumber, (2) Trades Helper, (2) Electricians, (2) Painters and (2) HVAC technicians for a total of (15) fifteen who are members of the Blue Collar collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2020-21 and includes two crew leader differentials. Contract expires 6/30/21. 30% of salary and benefits remain with facilities, the balance is allocated to School (Dept 61)
51400.00000	Overtime	40,000	No Change. Projected for overtime expenses of Blue Collar workers for emergency callouts and work performed after hours to maintain public buildings.
51805.00000	Longevity	4,425	The Town has a schedule of longevity payments. 30% of Blue Collar longevity is charged to this department, 40% for the department head, and 55% for the bookkeeper. The department currently has (10) ten employees receiving these payments as follows: Z Bober, \$1,250 S Csinsi, \$1,300 W DeBlasio, \$1,250 E Terlecky, \$1,050 D Pawloski, \$1,250 J Wojtusik, \$1,050 R Sansabrino, \$1,050 W Wright, \$1,050 S. Niro \$440 D. Solek \$320
51820.00000	In lieu of Health Insurance	1,290	The Town has adopted a policy to reimburse an employee one third of the savings of health insurance when coverage is waived. Three employees have opted to take this option.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
Wages-Salaries Total		602,802	
52 Fringe Benefits			
52010.00000	Worker's Compensation	33,526	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	46,180	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	51,170	Employer share of pension plan, based upon 10% of employee salaries, for the defined contribution plan.
52220.00000	Insurance, Life, Disabil	2,725	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	148,609	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	11,000	No Change. Uniform and safety shoe allowances per Collective Bargaining Contracts for department employees.
Fringe Benefits Total		293,210	
53 Professional/Technical			
53102.00000	Electricity	300,000	Payment of electric utility bills for Town-owned buildings. Included are Town Hall, Berlin Peck Memorial Library, Physical Services Complex Buildings, Senior Center, Recycling Center, Community Center, Animal Control, Pistol Creek Main Building, Pistol Creek Pump House, Worthington Meetinghouse, the newly acquired Farmington Ave buildings, and CCM Services. Increase is due to actual past expenses and additional use of Town Buildings as well as factoring that Eversource was granted a 6.79% <u>annual</u> rate hike from Public Utilities Regulatory Authority that took effect in May 2018.
53103.00000	Fuel, Generators	1,500	Fuel for generators located at Town Hall, Physical Services Complex, and emergency shelter locations as well as the Oil fuel required to heat the newly acquired Farmington Ave buildings.
53105.00000	Natural Gas	115,000	Payment of natural gas utility bills for Town-owned buildings. Included are Town Hall, Berlin Peck Memorial Library, Physical Services Complex Buildings, Senior Center, Recycling Center, Community Center, the Art League, as well as the Historical Society (during the winter months). CNG has been approved for a 9.3% rate increase for years 2019, 2020, and 2021 from the Public Utilities Regulatory Authority.
53201.00000	Supplies	1,500	Department office supplies and laser jet cartridges as required to perform office work associated with high volume of projects.
53219.00000	Operating Materials	120,000	Departmental supplies including electrical, plumbing, heating and air conditioning parts, carpentry supplies, doors, hardware, locks, paint supplies, filters, telephones (hardware only), and repair parts for maintaining and servicing every day requests at all Town buildings. Increase is due to materials cost hikes, and due to aging buildings, repairs become more costly, as well as more repairs and work is being done in house utilizing Town Staff on non specialized projects.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53238.00000	Traffic Lights/Signals	20,000	Contracted services for labor and supplies to maintain Town-owned traffic signals at four Town intersections. It also includes the maintenance of 33 intersections with "Opticom Signalization" capability for Fire and Rescue vehicles within the Town of Berlin. Frequent replacements due to aging equipment, and higher labor and contract rates.
53244.00000	Custodial Supplies	40,000	Custodial supplies for all Town buildings including parks & concessions. These supplies include toilet paper, paper towels, cleaning compounds, polishes and waxes, soap, vacuum cleaners and buffers, light bulbs, signs, wastebaskets, and plastic bags. Additional funds are requested to meet COVID compliant regulations and replace antiquated equipment (buffers, floor strippers, & vacuums) with more commercially efficient equipment, as well as accommodating more frequent and higher traffic to public
53245.00000	Maintenance & Repair	5,000	Maintenance and repair of power tools, safety & aerial lift equipment and office machinery.
53251.00000	Townwide Repairs	30,000	Account for unforeseen and unexpected repairs and material failures related to all Town sites and buildings that fall under Facilities responsibilities, for example -septic tank repairs, water main breaks, underground water & electrical lines, parking lot lights, and field lights, etc. An increase is requested to meet the needs of Design, Engineering, Consulting and Constructon Services related to repairs and projects needed.
53813.00000	Computer Support	9,500	Cost of web based computerized maintenance management system (Facility Dude). System is capable of logging work, time and materials more efficiently from computers, smart phones and tablets. The cost for Facility Dude is split between account 38 and 61. Additional funds are being requested to budget for IT upgrades and computer releases to the Avaya IP Office Systems (Land Lines), Access Controls and Camera Systems.
53814.00000	Contractual Services	225,000	Purchase of outside contractors to perform work and specialized services that are beyond the scope or capability of department personnel. These services may include boiler cleaning and treatment, telephone service, coil cleaning, calibrations, controls, septic and drain system pumping, fire alarm, pest control, security services, doors and hardware services, IAQ services, sprinkler service, fire extinguishers, pressure vessel inspections, and voicemail.
53902.00000	Telephone	140,000	Expenditures include all monthly invoicing for Town telephone (7000) numbers, cell phones, smart devices, fax lines, Fire Department telephones, security lines, modem lines and three long distance carrier circuits. Services & maintenance for Avaya phone systems including a service contract with an Avaya accredited service provider, and to allow for replacement of land line telephones, cell phones, tablets and all related parts and equipment.
53916.00000	Professional Development	500	Training and travel costs.
53917.00000	Water & Sewer	25,000	Water and Sewer charges for Town buildings located in Kensington Fire District and Water Control Commission. An increase is being requested to fund water consumption and sewer charges to the newly aquired Farmington Ave building.
53943.00000	Mileage	500	In lieu of using a Town owned vehicle, mileage reimbursements allows for Town employees, to travel between buildings and parks using their own vehicles.
53944.00000	Organizational Fees	1,650	Professional dues and organizational fees per attached account 53944 organizational fees.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53945.00000	Training	2,000	Professional development expenses per attached account 53945 professional development fees request. A number of state licenses now require annual CEUs for re-licensing.
53946.00000	Vandalism	1,000	Expenses for vandalism that occurs to Town owned buildings and may include broken glass for windows and doors, damaged plumbing fixtures, graffiti to inside and outside of buildings, broken exit signs, water fountains and ceiling tiles. Additional funding is required to cover damages that are not covered by insurance because of high deductible.
Profess./Technical Total		1,038,150	
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54 Capital Outlays			
54000.00300	Timberlin Roofing Repairs - Maint. Bldg.	25,000	Roof to Timberlin maintenance building that is deteriorating.
54000.00302	Townwide ADA Ugrades	30,000	Continuation of ADA transition plan.
54000.00302	Town Hall Elevator Modernization	100,000	Outdated elevator: parts becoming obsolete
Capital Outlays Total		155,000	
Pub Bldg Dept Total		2,089,162	

GENERAL FUND BUDGET FY2021/22

EXPENSE

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
2541 - Mobile Home Park							
53 Professional/Technical							
53219.00000	Operating Materials	298	500	500	500	500	
53900.00000	Miscellaneous	0	250	250	250	250	
53917.00000	Water & Sewer	7,149	7,832	7,832	9,007	9,007	
Professional/Technical Total		7,447	8,582	8,582	9,757	9,757	0
Mobile Home Park Total		7,447	8,582	8,582	9,757	9,757	0

TOWN OF BERLIN**FY 2021/22**

Dept No. 2541
Dept Name Mobile Home Park

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53219.00000	Operating Materials	500	This allocation is to pay for the annual Mobile Home Park License fee with the State of Connecticut, as well as various materials needed for maintenance at the park. The License fee has remained flat for several years. Will continue monitoring the state budget to see if this fee is increased.
53900.00000	Miscellaneous	250	To pay for credit checks for new renters at the Mobile Home Park and other miscellaneous expenses that arise during the year.
53917.00000	Water & Sewer	9,007	The amount is based on the prior two years utilization at the Berlin Village Homes park. Fee increases expected in Janaury 2021 drive the budget increase.
Professional/Technical Total		9,757	
Mobile Home Park Total		9,757	

Other costs of operating the Mobile Home Park are included in the Townwide and Public Works sections of the budget (General Liability Insurance, Refuse Disposal, and Street Lighting). The cost for insurance is approximately \$803, Refuse Disposal is approximately \$4,564, and Street Lighting is approximately \$470.

GENERAL FUND BUDGET FY2021/22							
EXPENSE		2020	2021			2022	
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
2542 - Recreation Department							
51 Wages-Salaries							
51100.00000	Department Head	47,037	47,039	47,039	50,001	50,001	
51125.00000	Mid-Managers Personnel	95,422	98,985	98,985	102,660	102,660	
51130.00000	Clerical Personnel	37,421	37,285	37,285	38,978	38,978	
51305.00000	Commission Secretaries	1,000	1,300	1,300	1,300	1,300	
51440.00000	Extra Duty Police Officer	0	3,504	3,504	3,504	3,504	
51510.00000	PT Recreation Supvr	0	0	0	15,288	15,288	
51520.00000	Life Guards/Pool Workers	53,908	92,968	92,968	104,643	104,643	
51530.00000	Recreation & Instruction Program Help	65,548	121,384	121,384	129,107	129,107	
51805.00000	Longevity	1,833	1,834	1,834	1,834	1,834	
51820.00000	In Lieu of Health Insurance	625	1,250	1,250	1,250	1,250	
		302,795	405,549	405,549	448,565	448,565	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	15,545	21,285	21,285	22,465	22,465	
52100.00000	Social Security	22,294	31,025	31,025	34,316	34,316	
52200.00000	Pension	15,636	16,451	16,451	17,165	17,165	
52220.00000	Insurance, Life, Disability	831	833	833	872	872	
52225.00000	Physicals	1,500	1,500	1,500	1,500	1,500	
52235.00000	Health Insurance	27,093	22,130	22,130	24,094	24,094	
	Fringe Benefits Total	82,899	93,224	93,224	100,412	100,412	0
53 Professional/Technical							
53201.00000	Supplies	633	2,600	2,600	2,600	2,600	
53208.00000	Equipment	9,230	10,000	10,000	10,000	10,000	
53245.00000	Maintenance	1,837	2,750	2,750	2,750	2,750	
53281.00000	Pool Supplies	4,361	5,630	5,630	5,630	5,630	
53400.00000	Programs & Activities	11,888	14,990	14,990	15,615	15,615	
53600.00000	Rent	7,573	10,139	10,139	10,432	10,432	
53805.00000	Bands	350	350	350	350	350	
53810.00000	Background Checks	1,830	4,000	4,000	4,000	4,000	
53813.00000	Computer Support	13,375	12,172	12,172	12,522	12,522	
53902.00000	Telephone	343	625	625	625	625	
53916.00000	Professional Development	75	400	400	400	400	

GENERAL FUND BUDGET FY2021/22							
EXPENSE		2020	2021			2022	
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
53925.00000	Transportation	1,800	2,500	2,500	2,500	2,500	
53941.00000	Bank Fees for Credit Card Usage	2,103	3,600	3,600	3,600	3,600	
53943.00000	Mileage	962	1,750	1,750	1,750	1,750	
53944.00000	Organizational Fees	210	225	225	225	225	
53945.00000	Training	1,095	2,600	2,600	2,600	2,600	
Professional/Technical Total		57,665	74,331	74,331	75,599	75,599	0
Recreation Department Total		443,358	573,104	573,104	624,576	624,576	0

TOWN OF BERLIN

FY 2021/22

Dept No.

2542

Dept

Parks & Recreation

Budget Input

1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 - Wages-Salaries			
51100.00000	Dept Head	50,001	Department Head Salary Position (50%) - shared with Social and Youth Services (25%) and Senior Services (25%). Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid Management	102,660	Salary allocation for Superintendent of Recreation who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the FY22 rate. Contract expires 6/30/22.
51130.00000	Clerical	38,978	Salary allocation for 2/3rds of annual salary for the Administrative Secretary II who is a member of the White-Collar union. Amount budgeted is based on the FY22 rate. Contract expires 6/30/23.
51305.00000	Commission Secretaries	1,300	Secretarial services for Park and Recreation Commission. Rate of pay of \$100 for first two hours of each meeting in accordance with Secretarial Pay. Scale adopted by the Town. Request allows for 12 regular meetings and 1 special meeting during the fiscal year.
51440.00000	Extra Duty Police Officers	3,504	Police Services are needed for our special events and programs such as Halloween event, Christmas event, Easter event, and Tinsel Fun Run. May include other events, as needed.
51510.00000	PT Recreation Supvr	15,288	Part time Recreation Supervisor to provide support to the Department and help provide additional programming throughout the year.
51520.00000	Lifeguards/Pool Workers	104,643	Funds are used to staff two outdoor pools to provide open swimming, swim lessons, swim team program, lifeguard training course, in-service training for aquatic staff. Increase due to minimum wage increase and mandated training requirements.
			Aquatic Director: 1 x 40 hours x \$23.25 x 9 weeks 8,370
			Three (3) Assistant Directors: 3 x 40 hours x \$17.75 x 7 weeks 14,910
			Two (2) Head Guards: 2 x 37 hours x \$16.75 x 7 weeks 8,677
			WSI/Lifeguards:
			Six Positions x 39 hours x \$15.75 x 7 weeks 25,799
			Lifeguards:
			Five Positions x 35 hours x \$14.75 x 7 weeks 18,069
			Three Positions x 24 hours x \$14.50 x 7 weeks 7,308
			Three (3) Pool Attendants:
			Two Positions x 34 hours x \$13.25 x 7 weeks 6,307
			One Position x 27 hours x \$13.25 x 7 weeks 2,504
			These positions are responsible for keeping accurate attendance records, collecting entrance fees, general pool cleaning in the entrance and locker areas.
			Four (4) Swim Team Coaches:
			Head Coach: One Position x \$17.75 x 150 hours 2,663
			Three (3) Assistant Coach Positions x \$16.75 x 112 hours 5,628
			Coaches are responsible for the total supervision of the teams. The Department sponsors a Junior Team, for youngster's 12 years and under and a Senior Team for youth 13 through 18 years. Both teams participate in the Central CT Swim League.

Account	Account Description	21/22 Budget	Supporting Description of Activity	
			Lifeguard Training Course: 35 hours x \$26.25	919
			Three (3) in-service Training x 1 hour x \$325	975
			Lifeguard In-service Training Coordinator	325
			Lifeguard In-service, Staff Orientation, Blood Borne, Sexual Harrassment	2,189
51530.00000	Recreation & Instruction Program Help - Summer Help.	129,107	The funds in this account provide for staffing youth and adult recreation programs, Summer Fun at Clover Hill and The Creek programs, special events and part-time staffing at the Berlin Community Center. Increase due to minimum wage increase and mandated training requirements.	
			Basketball	
			Boys Coordinator \$22 x 80 hours	1,760
			Girls Coordinator \$22 x 100 hours	2,200
			Assistant Coordinator x \$19 x 80 hours	1,520
			3-4 grade Boys - 4 Staff x 11 weeks x 4 hours x \$ 14 hour	2,464
			5-8 grade Boys - 5 staff x 11 weeks x 6 hours x \$14 hour	4,620
			3-9 grade Girls - 6 staff x 11 weeks x 6 hours x \$14 hour	5,544
			Men's 31 years old and over - Winter Basketball	464
			Women's 30 years old and over - Winter Volleyball	512
			Summer Program:	
			Staff Orientation	2,675
			2 Site Directors x 35 hours x \$21.50 x 7 weeks	10,535
			2 Site Assistant Directors x 35 hours x \$18.50 x 7 weeks	9,065
			10 Program Supervisors x 35 hours x \$15.25 x 7 weeks	37,363
			4 Program Supervisors x 35 hours x \$14.25 x 7 weeks	13,965
			Halloween event	
			10 staff x \$65 Each	650
			Easter event - 9 Staff x \$35.00	315
			Fishing Derbies - 4 Staff x \$35.00	140
			Tinsel Run - 4 Staff x \$35.00	140
			Part Time Supervisors at Community Center:	
			2 staff x 875 Hours x \$15	26,250
51530.00000	Rec & Summer Help. (continued)		Coverage for Superintendent of Recreation:	
			Includes Vacation, Sick Leave, Conferences, 34 hours x \$145	510
			Office Help - Summer	
			\$14.15 x 35 hrs x 12 weeks	5,943
			Office Help - Coverage during the year	
			\$14.15 x 16 hrs x 5 weeks	1,132
			Staff Training	
			8 Staff x 10 hours x \$15	1,200
			Christmas event - 2 staff x \$35 x 2 nights	140
51805.00000	Longevity	1,834	The Town has a schedule of longevity payments. The department currently has 2 employees receiving these payments as follows:	
			D. Dennis, 25.7 years, Mid Management; \$1,300. T. Noyes, 12.2 years, White Collar; \$534.	
51820.00000	In Lieu of Health	1,250	Employee elected to the leave the Town's plan in January 2020	
Total Wages & Salaries		448,565		

Account	Account Description	21/22 Budget	Supporting Description of Activity
52 - Fringe Benefits			
52010.00000	Workers Compensation	22,465	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	34,316	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	17,165	Employer share of pension plan. Based upon actuarial recommendation for the defined benefit segment. Effective 7/1/2004 for the defined contribution plan, 10% for Top and Mid Management, White Collar; 6% for employees hired after 1/1/15.
52220.00000	Insurance, Life, Disability	872	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52225.00000	Physicals	1,500	Employee physicals.
52235.00000	Health Insurance	24,094	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase over the current year rates.
Total Fringe Benefits		100,412	
53 - Professional/Technical			
53201.00000	Supplies	2,600	For all office supplies for the Parks and Recreation Department. Regular office supplies, paper shredding, paper, pens, pencils, stationary, envelopes, and printer ink.
53208.00000	Equipment	10,000	Funds to be used to replace equipment, as needed.
53245.00000	Maintenance	2,750	For repair and service Universal Equipment, cardiovascular equipment and game tables at the Community Center. Reconditioning, parts - Universal Equipment, treadmills, stairmasters, ellipticals, etc.

Account	Account Description	21/22 Budget	Supporting Description of Activity	
53281.00000	Pool Supplies	5,630	Pool Supply Items:	
			Lifeguard Swim Suits	1,550
			Pool Attendant shirts/Lifeguard shirts	270
			Pool Tags	800
			Pool Cleaning Supplies	200
			First Aid Supplies	400
			Lanyards/Whistle	110
			Equipment Replacement	300
			Swim Lesson Equipment	100
			Entry Team Fees	300
			Swim Team Cards	100
			Swim Team Ribbons	450
			Swim Team Awards	300
			Swim Team Equipment	250
			Swim Team Picnic	300
			Swim Team Championship Fee	200
53400.00000	Programs & Activities	15,615	This account is for all youth and adult sport activities and recreational and special event programs. It is also for arts and craft supplies and equipment, for Summer Fun at Clover Hill and The Creek and for program supplies at the Community Center. Increase due to increase in cost of basketball shirts and budgetting funds for PPE.	
			Winter Basketball:	
			Boys 3rd - 4th Grade Basketball shirts 60 x \$6.75	405
			Girls 3rd - 4th Grade Basketball shirts 40 x \$6.75	270
			Boys 5th - 6th Grade Basketball shirts 60 x \$6.75	405
			Boys 7th-8th Grade Basketball shirts 60 x \$6.75	405
			Girls 5th - 6th Grade Basketball shirts 40 x \$6.75	270
			Girls 7th - 9th Grade Basketball shirts 40 x \$6.75	270
			Staff Basketball shirts	240
			Miscellaneous Basketball Supplies	600
			Summer Fun at Clover Hill and The Creek Supplies:	
			Arts & Crafts etc.	1,200
			Staff Shirts	400
			New Equipment Replacement	700
			Special Event Supplies	1,000
			First Aid supplies	500
			PPE	500
			AED supplies	500
			Halloween event	2,000
			Fall event	100
			Tinsel Run	600
			Easter event	2,000
			Miscellaneous Supplies	1,100
			Christmas event	750
			Fishing Derbies	900
53400.00000	Programs & Activities		Community Center:	
			Game Supplies	400

Account	Account Description	21/22 Budget	Supporting Description of Activity	
			Picnic Bag and Game Supplies	100
53600.00000	Rent	10,432	For payment to the Board of Education for the cost of custodial services while Recreation programs use the schools. Increase due to custodian raises.	
			Girls Basketball 3rd- 9th Grades	4,022
			Boys Basketball 5th – 8th Grades	3,520
			Boys Basketball 3rd & 4th Grades	2,514
			Tinsel Fun Run	209
			Easter event	167
53805.00000	Bands	350	For payment of a disc jockey for Halloween event	
53810.00000	Background Checks	4,000	To pay for background checks for youth basketball head coaches and assistant coaches, aquatic staff, summer program staff, miscellaneous staff to ensure a safe and positive experience for the children.	
53813.00000	Computer Support	12,522	Annual Maintenance Contract for Rec Trac and Web Trac software. Fee includes software company hosting data in a cloud-based format.	
53902.00000	Telephone	625	Cost for summer phones at the pools.	
53916.00000	Professional Development	400	Cost to support the National Youth Sports Program to certify head coaches in the youth basketball programs, in psychology and first aid in this sport.	
53925.00000	Transportation	2,500	To provide bus transportation, for the Berlin Dolphin Swim Team and Summer Fun at Clover Hill and The Creek field trips.	
53941.00000	Bank Fees	3,600	Bank Fees for credit card usage.	
53943.00000	Mileage	1,750	Reimburse Parks and Recreation Department Staff for use of their vehicles for Department business. Staff includes, but is not limited to, Director of Community, Recreation and Park Services, Superintendent of Recreation, Recreation Supervisor and Aquatics Director.	
53944.00000	Organizational Fees	225	The funds in this account pay for membership in the National and State Recreation and Parks Association.	
53945.00000	Training	2,600	Provides training in Heart Saver First Aid and CPR for summer program and recreation staff, and Lifeguarding/CPR for Professional Rescuers for Aquatic Staff. Funds are used for Superintendent of Recreation to attend conferences to maintain professional certification and for Director of Community, Recreation and Park Services and Administrative Assistant to attend training/conferences.	
			Aquatic Staff:	
			Lifeguard Training 12 x \$39	468
			WSI Manual 1 x \$26	26
			Lifeguard Training Course:	
53945.00000	Training	(continued)	Lifeguard Training Manual 1 x \$36	36
			Certificates 10 x \$39	390
			Adult/Child/Infant Pocket Mask 10 x \$13	130
			American Red Cross Aquatic User Fee Program	300
			Summer Program/Staff, Heartsaver First Aid, CPR course/cards	400
			Full Time Staff	
			State CRPA Conference Registration Fee	600
			State CRPA Quarterly Meetings and other training/conferences	250
Total Prof/Tech		75,599		
Department Total		624,576		

GENERAL FUND BUDGET FY2021/22							
EXPENSE		2020	2021			2022	
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
2543 - Golf Course							
51 Wages-Salaries							
51100.00000	Department Head	112,120	112,121	114,923	9,621	9,621	
51125.00000	Mid-Managers Personnel	87,984	92,025	92,025	96,208	96,208	
51135.00000	Blue Collar Personnel	126,786	128,204	128,204	182,764	182,764	
51160.00000	Cart Haulers (Starters, Rangers pd by Pro)	37,356	42,479	42,479	42,479	42,479	
51305.00000	Commission Secretary	1,400	1,625	1,625	1,625	1,625	
51400.00000	Overtime	26,233	31,226	31,226	31,226	31,226	
51510.00000	Part time & Summer Help	70,896	75,135	75,135	106,335	106,335	
51805.00000	Longevity	4,250	4,600	4,600	3,300	3,300	
Wages-Salaries Total		467,026	487,415	490,217	473,558	473,558	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	17,384	17,984	17,984	13,623	13,623	
52100.00000	Social Security	33,619	37,404	37,404	36,344	36,344	
52110.00000	Unemployment Compensation	2,972	9,394	9,394	25,000	25,000	
52200.00000	Pension	32,712	33,238	33,238	24,385	24,385	
52220.00000	Insurance, Life, Disability	1,502	1,622	1,622	1,363	1,363	
52235.00000	Health Insurance	75,869	79,083	79,083	88,977	88,977	
52300.00000	Uniforms	2,258	4,900	4,900	4,900	4,900	
Fringe Benefits Total		166,317	183,625	183,625	194,592	194,592	0
53 Professional/Technical							
53102.00000	Electricity	39,468	53,560	53,560	61,960	61,960	
53105.00000	Natural Gas	14,730	16,480	16,480	19,480	19,480	
53106.00000	Vehicle Fuel	18,392	26,000	26,000	26,000	26,000	
53201.00000	Supplies	1,848	3,000	3,000	3,000	3,000	
53202.00000	Irrigation	0	0	0	30,000	30,000	
53208.00000	Equipment	0	20,000	20,000	40,000	40,000	
53219.00000	Operating Materials	2,362	2,500	2,500	5,000	5,000	
53233.00000	Vehicle Parts	19,325	17,000	17,000	30,000	30,000	
53241.00000	Sand,Divot Mix, & Stone	0	0	0	10,000	10,000	
53243.00000	Fertilizer, Seed, Chem.	79,812	90,000	90,000	93,000	93,000	
53245.00000	Maintenance & Repair	48,181	50,000	50,000	30,000	30,000	
53501.00000	Pro Share - Cart Revenue	23,285	27,783	27,783	27,397	27,397	

GENERAL FUND BUDGET FY2021/22							
EXPENSE		2020	2021			2022	
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
53510.00000	Golf Pro - Contractual Services	124,388	136,129	136,129	144,400	144,400	
53603.00000	Golf Cart Lease	52,741	52,741	52,741	52,741	52,741	
53730.00000	Insurance	27,716	28,044	28,044	28,168	28,168	
53813.00000	Computer Support	5,702	6,000	6,000	8,000	8,000	
53823.00000	Refuse Disposal	5,400	5,670	5,670	6,237	6,237	
53902.00000	Telephone	2,054	3,419	3,419	3,590	3,590	
53917.00000	Water & Sewer	7,357	8,500	8,500	12,100	12,100	
53940.00000	Advertising	4,273	8,000	8,000	8,000	8,000	
53941.00000	Bank Fees for Credit Card Usage	20,382	16,500	16,500	25,799	25,799	
53944.00000	Organizational Fees	1,055	1,250	1,250	1,250	1,250	
53945.00000	Training	415	280	280	415	415	
53950.00000	Internet Service	3,168	4,860	4,860	5,346	5,346	
Professional/Technical Total		502,052	577,716	577,716	671,883	671,883	0
54 Capital Outlays							
54000.00135	Tractor Backhoe	25,000	0	0	0	0	
54000.01511	Leased Equipment-2016 #5 (Yr 5 of 5) (Must Fund)	6,420	0	0	0	0	
54000.01512	Leased Equipment-2018 #6 (Yr 5 of 5) (Must Fund)	0	0	0	0	0	
Capital Outlays Total		31,420	0	0	0	0	0
Golf Course Total		1,166,815	1,248,756	1,251,558	1,340,033	1,340,033	0

TOWN OF BERLIN			FY 2021/22
Dept. No.		2543	Budget Input
Dept Name		Golf Course	1-Dec-20
Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	9,621	Budgeting the elimination of the Top Manager position. However, the Mid-Manager covering for the open position is paid 10% of his salary as a stipend to cover the Top Manager role.
51125.00000	Mid-Managers Personnel	96,208	Salary for employee who is a member of the Mid-Managers union. Amount budgeted is based on the FY22 rate. Contract expires 6/30/22.
51135.00000	Blue Collar Personnel	182,764	Salaries for employees who are members of the Blue-Collar union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation. Added one (1) new Maintainer to support course maintenance since Mid-Manager will be covering Director role.
51160.00000	Starters, Rangers	42,479	Cart Haulers -This account pays an employee to clean carts on a daily basis, fuel carts on a weekly basis, and assure all carts have been returned at the end of play each day. The increase is due to the initiation of the minimum wage, to \$12 and \$13 per hour.
51305.00000	Commission Secretary	1,625	Pays for the secretary that supports this Commission by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 12 regular meetings and 1 special meeting during the fiscal year.
51400.00000	Overtime	31,226	This account is used to fund overtime for the golf course. The funds enable the blue collar employees to work weekends and holidays - March through December. During their weekend and holiday overtime, the putting green cups and tee markers are changed and the greens are cut. The account is also used to pay employees for special projects that need completion in a timely fashion; e.g., aerification and tournament preparation. Approximately \$1,200 in overtime funds are expended during aerification. The purpose of the aerification overtime is to complete the process more efficiently enabling play to resume more quickly. In addition, finishing the aerification in two days allows the greens to heal more rapidly. The increase is due to contract negotiations.
			The blue-collar union employees also monitor the golf course on weekend afternoons for wilt and stress conditions during periods of hot, humid weather. If the wilt and stress conditions remain unchecked, the turf becomes stressed, which can contribute to disease resulting in potential turf loss. Wilt can also cause certain diseases to become more severe e.g., Summer Patch and Bent Grass Decline.
51510.00000	Part time & Summer Help	106,335	The golf course currently has nine part-time positions: four seasonal, four summer employees and one clerical person. The increase in this line item is due to the minimum wage increase from \$12 to \$13 per hour. Added two (2) 1,200 part-time (minimum wage) positions.

TOWN OF BERLIN			FY 2021/22
Dept. No.		2543	Budget Input
Dept Name		Golf Course	1-Dec-20
Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51805.00000	Longevity	3,300	The Town has a schedule of longevity payments. The department currently has 4 employees receiving these payments. The allocations are as follows:
			G. Salvio, Mid Mgmt, 11 yrs - \$800 J Robinson, Blue Collar, 22.6 yrs - \$1,250
			W. Pajor, Blue Collar, 26 yrs - \$1,250
	Wages-Salaries Total	473,558	
52 Fringe Benefits			
52010.00000	Worker's Compensation	13,623	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	36,344	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52110.00000	Unemployment Compensation	25,000	Seasonal/Part Time employees are eligible to file for unemployment benefits and have been filing for it regularly. With the addition of three part-time/seasonal employees, unemployment costs are expected to increase as each of these three employees will be eligible for unemployment.
52200.00000	Pension	24,385	Employer share of pension plan. The current defined contribution plan provides 10% for Top and Mid Management and Blue Collar.
52220.00000	Insurance, Life, Disability	1,363	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	88,977	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	4,900	This is a contract that was negotiated with the uniform supply company by the Town. These uniforms are provided to the blue collar and the mid management employees.
	Fringe Benefits Total	194,592	
53 Professional/Technical			
53102.00000	Electricity	61,960	This account is used to fund the electricity for the maintenance building, pro shop, clubhouse, pump house, and pond aerators. Calculating a 3% increase.
53105.00000	Natural Gas	19,480	This account funds the natural gas for the maintenance building, pro shop, and the Restaurant located in the clubhouse. Calculating a 3% increase.
53106.00000	Vehicle Fuel	26,000	This account funds the fuel for golf course equipment and leased gas powered carts, and also provides related products that are needed in the golf course operation. The fuel prices reflect a projected contracted fuel price.
			Gasoline \$1.729 per gallon-Usage - 10,000 gallons
			Diesel \$2.21 Per gallon-usage - 3,000 gallons
53201.00000	Supplies	3,000	The supplies account is used to purchase supplies for the pro shop and maintenance facility. These supplies consist of: golf pencils, starting time and sign up sheets, ink cartridges, cash register tape, and all other office supplies that are needed to operate the golf course.
53202.00000	Irrigation	30,000	This account funds all Irrigation parts and services. To include the following, but not limited to, Irrigation winterization, Spring Start-up, and Irrigation repairs on the course.
53208.00000	Equipment	40,000	This account will fund the purchase of items with a value below \$25,000, and a life expectancy of 5 years or less, e.g. Weed wackers, chainsaws, leaf blowers and used equipment.
53219.00000	Operating Materials	5,000	The funds in this account will be used to purchase flowers, mulch and planting materials for the ornamental planting areas throughout the golf course.

TOWN OF BERLIN			FY 2021/22
Dept. No.		2543	Budget Input
Dept Name		Golf Course	1-Dec-20
Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53233.00000	Vehicle Parts	30,000	This account funds the purchase of equipment parts. This includes, but not limited to: mowers, reels, bed knives, filters, plugs, etc.
53241.00000	Sand,Divot Mix & Stone	10,000	This account will fund the purchase of the following items; Bunker Sand, Top Dressing, Divot Mix & Stone.
53243.00000	Fertilizer, Seed, Chem.	93,000	This line item in the golf course budget is used to fund the purchase of chemicals, seed and fertilizer. Utilizing the latest research, and the most advanced chemistries, these materials are used in an environmentally responsible manner to properly maintain and advance the golf course conditions at Timberlin. A 3% increase has been calculated, to offset the projected increase of chemicals.
53245.00000	Maintenance & Repair	30,000	This account funds Irrigation parts and repairs, topsoil, sand, stone, pipe (drainage), and rental equipment. The account also includes: supplies, trap rakes, ball washers, signs, ropes, flags, tee markers. Repairs for the maintenance facility. A \$2,500 increase is requested in this account to cover the increase in the cost of materials.
53501.00000	Pro Share - Cart Revenue	27,397	Payment to the Golf Pro based on projected 6% of gross projected cart revenue.
53510.00000	Golf Pro - Contractual Services	144,400	This account funds the contractual items in the golf pro contract Retainer Shop Staff allowance Starters allowance
53603.00000	Golf Cart Lease	52,741	This account funds the leasing of 75 gas powered golf carts, one electric utility cart, and a range picking cart. The golf cart lease agreement expires in July 2023.
53730.00000	Insurance	28,168	Golf course portion of General Liability Insurance. Current guidance from CIRMA is a 5% increase.
53813.00000	Computer Support	8,000	This account is used to purchase support for the FORE POS system on the pro shop computer, and the Rainbird irrigation computer. The maintenance building also has a server and two additional computers that connect to the Town Hall for email and financial data. This also includes all software and hardware updates.
53823.00000	Refuse Disposal	6,237	This account funds the trash and cardboard pick-up at the maintenance facility. Represents a 5% increase over the prior year.
53902.00000	Telephone	3,590	This account is used to fund the expenses for the telephone at the maintenance facility and pro shop. The account also funds two employee cell phones along with internet access for one tablet.
53917.00000	Water & Sewer	12,100	This account is used to fund the purchase of water for the clubhouse, maintenance building, drinking fountains and bathrooms on the course. An increase is requested to this account due to an anticipated water rate increase.
53940.00000	Advertising	8,000	This account funds the advertising for the golf course. Advertising is done to increase exposure to the golf course. CT Golfer performs a course rating of all courses in Conn. One of the ways to increase a course rating through CT Golfer online and CT golfer is the exposure through more advertising with CT Golfer online. An increase in this line item is requested to produce more advertising and exposure of Timberlin; therefore, increasing revenue. We will also use the following other media vehicles: - CT Golfer Online-Directory of CT Public Courses - New Haven Register ads - TV Commercials during PGA events and Good Morning America
53941.00000	Bank Services	25,799	These are payments made to the banks to allow our patrons to pay for services with credit cards.
53944.00000	Organizational Fees	1,250	The account includes the cost of membership to State and National Golf Course Associations.

TOWN OF BERLIN			FY 2021/22
Dept. No.		2543	Budget Input
Dept Name		Golf Course	1-Dec-20
	Account	21/22	
Acct.	Description	Budget	Supporting Description of Activity
53945.00000	Training	415	The Connecticut Golf Course Superintendent's Association holds an annual winter seminar that is attended by the Director of Golf and the Assistant Director of golf. The seminar offers CEU's to maintain the CT Supervisory pesticide license.
53950.00000	Internet Service	5,346	As a result of aging connections and line of sight contamination as a remote location, the golf course is unable to communicate with the Town Hall server. Therefore, the course must purchase service from Comcast, to allow connection with the Infinite Visions software and the email server at the Town Hall. This access is required to review and create purchase orders, analyze budget information, send and receive email, along with storage of vital information in an environment that provides daily data backup. The account will also covers new Comcast internet access for the proshop computer and internet phone service.
	Professional/Tech. Total	671,883	
Golf Course Total		1,340,033	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
2544 - Library							
51 Wages-Salaries							
51100.00000	Department Head	91,401	91,402	94,144	94,144	94,144	
51120.00000	Professional Personnel	59,620	59,918	59,918	74,091	74,091	
51125.00000	Mid-Managers Personnel	299,623	330,594	330,594	346,575	346,575	
51130.00000	Clerical Personnel	168,140	168,565	168,565	177,743	177,743	
51305.00000	Commission Secretaries	1,000	1,200	1,200	1,200	1,200	
51325.00000	Substitute	7,628	15,062	15,062	15,062	15,062	
51400.00000	Overtime	0	2,133	2,133	0	0	
51510.00000	Part time & Summer Help	12,029	17,100	17,100	15,000	15,000	
51805.00000	Longevity	4,600	5,459	5,459	5,700	5,700	
51820.00000	In Lieu of Health Insurance	2,500	2,500	2,500	2,500	2,500	
Wages-Salaries Total		646,541	693,933	696,675	732,015	732,015	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	2,675	2,577	2,577	2,721	2,721	
52100.00000	Social Security	46,768	54,395	54,395	57,308	57,308	
52200.00000	Pension	41,725	50,083	50,083	52,443	52,443	
52220.00000	Insurance, Life, Disability	2,599	2,951	2,951	3,117	3,117	
52235.00000	Health Insurance	108,361	115,966	115,966	121,593	121,593	
Fringe Benefits Total		202,128	225,972	225,972	237,182	237,182	0
53 Professional/Technical							
53201.00000	Supplies	9,380	12,000	12,000	13,400	13,400	
53208.00000	Equipment	513	3,300	3,300	9,252	9,252	
53245.00000	Maintenance & Repair	1,691	4,000	4,000	2,000	2,000	
53300.00000	Books, Periodicals	83,733	88,500	88,500	90,000	90,000	
53301.00000	Audio/Video materials	18,161	25,000	25,000	30,000	30,000	
53302.00000	Databases	15,037	18,000	18,000	26,000	26,000	
53304.00000	Data Services	50,595	59,992	59,992	59,992	59,992	
53400.00000	Programs & Activities	2,326	5,000	5,000	6,000	6,000	
53420.00000	Grant to Berlin Library	3,000	3,000	3,000	3,000	3,000	
53421.00000	Grant to East Berlin	3,000	3,000	3,000	3,000	3,000	

GENERAL FUND BUDGET FY2021/22

EXPENSE

		2020	2021		2022		
		Actual	Adopted	Amended	Dept Head	Town Mgr	Bd of Fin
53903.00000	Copiers	2,673	3,000	3,000	3,000	3,000	
53916.00000	Professional Development	118	1,800	1,800	1,800	1,800	
53943.00000	Mileage	440	1,300	1,300	400	400	
53944.00000	Organizational Fees	1,295	1,555	1,555	1,555	1,555	
Professional/Technical Total		191,963	229,447	229,447	249,399	249,399	0
Library Total		1,040,632	1,149,352	1,152,094	1,218,596	1,218,596	0

TOWN OF BERLIN**FY 2021/22**

Dept No.

2544**Budget Input**

Dept Name

Library**1-Dec-20**

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	94,144	Department Head Salary Position. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51120.00000	Professional Personnel	74,091	Professional Personnel Salary Positions - one 17-hour per week Reference Librarian, one 17-hour per week Reference/Teen Services Librarian and two 14.5-hour/week children's assistants. Amount budgeted is based on the FY21 rate with an allowance for FY22 included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation. These four employees are not members of a union and don't receive annual adjustments but not step increases.
51125.00000	Mid-Managers Personnel	346,575	Salary allocations for 1 Children's Services Librarian, 1 Head of Children's/Teen Services Librarian, 1 Reference/Cataloging/Digital Services Librarian, 1 Head of Adult Services Librarian, and 1 Head of Circulation Services Librarian who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/2022.
51130.00000	Clerical Personnel	177,743	Salary allocations for 5 part time Circulation Assistants and 1 full time Bookkeeper, who are members of the White Collar collective bargaining unit. Amount budgeted is based on the contract which expires 6/30/23.
51305.00000	Commission Secretaries	1,200	Secretarial services for Library Board. Rate of \$100 for first two hours per meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 12 regular meetings.
51325.00000	Substitute	15,062	This account is needed to meet the payroll of substitutes who work when regular staff is sick or on vacation.
51400.00000	Overtime	0	We will forego requesting Sunday hours this FY.
51510.00000	Part time & Summer Help	15,000	Salary allocations for 3 pages who work a total of 15 hrs/week. Pages return materials to the shelves after patrons return them to the Library, check the shelves for overdue items, and keep shelves in order. Minimum wage increases to \$13/hr on 8/1/21. One Summer helper works up to 40 hours per week for 8 weeks.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51805.00000	Longevity	5,700	The Town has a schedule of longevity payments. The Library will have 6 employees receiving these payments as follows: 2 White Collar @ \$1,200 for 20+ yrs. 1 Mid-Manager @ \$1,300 for 20.9 yrs. 1 Top Manager @ \$800 for 10.8 yrs. 2 White Collar @ \$500 for 5 yrs.
51820.00000	In Lieu of Health Insurance	2,500	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family) One Library employee has elected this option.
Wages-Salaries Total		732,015	
52 Fringe Benefits			
52010.00000	Worker's Compensation	2,721	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	57,308	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	52,443	Employer share of pension plan. Based upon actuarial recommendation for the defined benefit segment. Effective 7/1/2004 for the defined contribution plan includes 10% for Top and Mid Management and White Collar.
52220.00000	Insurance, Life, Disabil.	3,117	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	121,593	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase over the current rates.
Fringe Benefits Total		237,182	
53 Professional/Technical			
53201.00000	Supplies	13,400	This line item covers all of our supplies and book processing materials. Library cards, book jackets, labels, colored paper for printing and photocopying, book barcodes, stamps, and heavy-duty and security a-v cases are paid out of this account. Especially expensive are the specialty book tapes that repair, protect and reinforce our materials. Some items, such as books on CD, videogames and music CDs, come in cases that are not sturdy enough to withstand multiple circulations and need to be repackaged. We cannot put DVDs and video games on the shelves without security cases, as they will be stolen. This adds an extra \$1.75 to the cost of each item. We have been asked to purchase our toner cartridges out of the supply budget. We had been using "compatible" cartridges to try to save money, however the copies that came out were often smudged and caused the printer to go down. To purchase official HP toner cartridges is more than double the price of the compatibles; approximately \$750/set which we have to order quarterly. This year we are adding the cost of PPE to the supplies line item. Library front desk staff members (we have 3 service desks) wear gloves daily, sometimes having to glove up multiple times/day. As long as we are letting our patrons in the building, we need to wear masks daily as well. We hope this isn't a lasting cost, but it is presently in there for staff protection. We estimate approximately \$1,400 for gloves, masks, alcohol, disinfecting wipes and bags for our curbside pickup service.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53208.00000	Equipment	9,252	Due to the coronavirus pandemic in 2020-21, staff members have requested phone headsets, so they do not have to sanitize phones after each shift. It also allows them greater flexibility in moving about the library, instead of being tied to a service desk. The cost for headsets is approximately \$1,100. We also need to update our laptops in order to teach technology classes and conduct various online and gaming programs. Specs procured from IT price these at \$1,192 each. In addition, we keep a token \$1,000 in this account to purchase new technology.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53245.00000	Maintenance & Repair	2,000	This line item allows for maintaining and/or replacing broken equipment, as well as document shredding.
53300.00000	Books, Periodicals	90,000	Due to the COVID-19 pandemic, many more patrons have discovered our downloadable eBooks and audio books. Borrower requests for more downloadables continue to grow. The increase of eBook circulations for the 10 month period of January-October continues to rise. Unfortunately, the major publishers are pricing eBooks to public libraries at a much higher rate than to the public. Books for adults, teens and children of fiction and non-fiction in all formats (large print, hard cover and paperback) and books on CD come out of this line item. Due to recent budget cuts in this line item, we have been forced to increase the ratio of patron hold requests to extra copies purchased. In addition our newspaper and magazine subscriptions are purchased out of this line item and newspaper subscription rates rise every year. We subscribe to 2 eMagazine services and continue to downsize our print magazine collection.
53301.00000	Audio/Video materials	30,000	Various media formats such as fiction and non-fiction DVDs, music CDs, and video games are purchased out of this account. In order to show films here, we need to purchase movie licensing, which cost is taken out of this line item. Our streaming services, hoopla, have been very successful, however, the cost increases every month. Right now the average monthly cost is \$1,300 and we anticipate further growth. The Children's Department circulates a very popular item, Launchpads, and would like to purchase more to meet our patrons' demands. For these two factors, I am increasing the AV budget.
53302.00000	Databases	26,000	Allows us to purchase databases other than the basic ones provided to us through iConn, the state library cooperative database system. The popular Consumer Reports and Ancestry.com databases are just two of the resources purchased with this line item, costing together \$2,965, and whose costs have been rising annually. Due to COVID-19, more and more people use our resources remotely, so it is important that we build our online reference collection. Remote access allows multiple patrons to use the databases, instead of just one person looking at a reference book in-house. We have slowly weeded down our reference collection in favor of databases and online sources. Current national library statistics show that a majority of library patrons are now accessing library webpages by mobile devices. We have certainly seen that during the pandemic. The total dollar amount for the databases we currently own is \$23,660. Most of them increase yearly at a rate of 10%, or \$2,366.
53304.00000	Data Services	59,992	The costs we need to open the library doors. The Library Connection consortium assessment will remain at \$44,281; which includes consortial fees for the purchase of downloadable magazines, eBooks and audio books as well as barcodes and certain cataloging services. NOVUS (formerly Ct Center for Advanced Technology) consulting/network mgmt. fee will remain steady at \$11,892. Other costs we need to cover from this line item include software to circulate our museum passes (\$540) and to secure our public internet computers (\$739); the annual fee that allows patrons to print from mobile devices (\$535) and another cost to print from in-house public computers (\$388); the annual fee to secure our domain names (\$80); Microsoft licenses for all staff computers (\$408); firewall upgrades (\$1129). We do not know yet if these costs will be rising.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53400.00000	Programs & Activities	6,000	Support from the Friends of the Library, who rely on the proceeds of their Booksale, is dwindling as their sales decrease. We are exploring other methods of paying for programming, such as Board of Trustee fundraisers and business sponsorships. However, until these methods prove viable, we need more support from the Town for all kinds of programming for all ages.
53420.00000	Grant to Berlin Library	3,000	This is an annual donation the Town provides. This Department Head doesn't request this.
53421.00000	Grant to East Berlin	3,000	This is an annual donation the Town provides. This Department Head doesn't request this.
53903.00000	Copiers	3,000	Monthly copier lease charges and color/black and white charges.
53916.00000	Professional Development	1,800	The Connecticut Library Association Conference is the annual conference for library professionals. Workshops and discussions on various topics pertinent to working in today's libraries is shared. All librarians with a Masters degree should attend. The state also provides various workshops and training throughout the year at a nominal cost. These workshops help us to provide the public with enhanced services.
53943.00000	Mileage	400	Cut this line item in half since many meetings and workshops are virtual now. All departments make visits to the schools and nursery schools, hopefully this will back on our schedule in September 2021.
53944.00000	Organizational Fees	1,555	Membership in the Connecticut Library Association allows participation in informational sessions, workshops, and keeps members informed of what is going on in CT libraries. Membership in the Consortium helps us better serve our patrons by allowing us to be part of cooperative purchasing, discounts, job listing service, roundtables, and the online programming catalog. ACLB, a support group for library trustees aids in legal issues and responsibilities, advocacy & policy development.
Profess/Tech Total		249,399	
Library Total		1,218,596	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
2545 - Public Grounds							
51 Wages-Salaries							
51125.00000	Mid-Managers Personnel	128,644	158,040	158,040	169,418	169,418	
51130.00000	Clerical Personnel	18,717	18,640	18,640	19,487	19,487	
51135.00000	Blue Collar Personnel	463,382	535,242	535,242	483,355	483,355	
51400.00000	Overtime	8,569	15,000	15,000	15,000	15,000	
51445.00000	Storm Related Overtime	23,467	46,000	46,000	46,000	46,000	
51510.00000	Part time & Summer Help	21,163	45,000	45,000	48,000	48,000	
51805.00000	Longevity	4,992	5,334	5,334	5,367	5,367	
51820.00000	In Lieu of Health Insurance	4,300	4,300	4,300	3,000	3,000	
Wages-Salaries Total		673,233	827,556	827,556	789,627	789,627	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	38,172	45,652	45,652	42,493	42,493	
52100.00000	Social Security	48,056	63,359	63,359	60,227	60,227	
52200.00000	Pension	53,261	59,797	59,797	58,318	58,318	
52220.00000	Insurance, Life, Disability	2,816	3,623	3,623	3,482	3,482	
52235.00000	Health Insurance	143,310	181,348	181,348	238,370	238,370	
52300.00000	Uniforms	5,119	5,800	5,800	5,800	5,800	
Fringe Benefits Total		290,734	359,579	359,579	408,690	408,690	0
53 Professional/Technical							
53102.00000	Electricity	51,953	80,600	80,600	80,600	80,600	
53103.00000	Fuel Oil, Heating	2,314	3,800	3,800	3,800	3,800	
53104.00000	Christmas Lighting	0	3,500	3,500	3,500	3,500	
53201.00000	Supplies	508	600	600	600	600	
53204.00000	Labor Services - Pools & Cemeteries	52,999	60,000	60,000	65,000	65,000	
53207.00000	Playground Safety Surfacing	12,444	13,500	13,500	13,500	13,500	
53208.00000	Equipment - Grounds Maint	2,500	25,000	25,000	30,000	30,000	
53213.00000	Sports Equipment	2,974	3,000	3,000	3,000	3,000	
53218.00000	Tools	1,987	2,000	2,000	2,000	2,000	
53219.00000	Operating Materials	36,674	40,000	40,000	40,000	40,000	
53221.00000	Fencing (Reclassified from Capital)	14,960	15,000	15,000	15,000	15,000	
53222.00000	Playground Equipment (Reclassified from Capital)	19,988	20,000	20,000	20,000	20,000	

GENERAL FUND BUDGET FY2021/22

EXPENSE

Account	Description	2020	2021		2022		
		Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
53224.00000	Playing Field Improvements	6,414	10,500	10,500	13,500	13,500	
53233.00000	Vehicle Parts	14,797	13,000	13,000	13,000	13,000	
53243.00000	Fertilizer, Seed, Chem.	26,646	32,500	32,500	36,000	36,000	
53245.00000	Maintenance & Repair	18,085	22,000	22,000	22,000	22,000	
53250.00000	Aeration, Slicing, Overseeding	10,725	11,500	11,500	11,500	11,500	
53601.00000	Equipment Rental	1,000	4,500	4,500	9,000	9,000	
53746.00000	Sanitation	5,670	9,390	9,390	18,000	18,000	
53916.00000	Professional Development	890	3,500	3,500	4,190	4,190	
53917.00000	Water & Sewer	34,169	34,200	34,200	37,620	37,620	
53932.00000	Waterway Treatment	0	0	0	20,000	20,000	
53933.00000	Sidewalk Maintenance & Repair	5,770	12,000	12,000	12,000	12,000	
53944.00000	Organizational Fees	0	210	210	210	210	
Professional/Technical Total		323,467	420,300	420,300	474,020	474,020	0
54 Capital Outlays							
54000.00017	Rack Body	50,000	0	0	0	0	
54000.00771	Sage I Field Improvements	60,000	0	0	0	0	
Capital Outlays Total		110,000	0	0	0	0	0
Public Grounds Total		1,397,434	1,607,435	1,607,435	1,672,337	1,672,337	0

TOWN OF BERLIN**FY 2021/22**

Dept No. **2545**
 Dept Name **Public Grounds**

Budget Input
1-Dec-20

	Account Description	21/22 Budget	Supporting Description of Activity
51 - Wages-Salaries			
51125.00000	Mid Management	169,418	Salary allocations for Superintendent of Public Grounds and Foreman of Public Grounds who are members of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/22.
51130.00000	Clerical Personnel	19,487	Salary allocation for Administrative Secretary II position, who is a member of the White - Collar union. Contract expires 6/30/23. The amount budgeted is based on the contract salary schedule for FY22. 1/3rd salary allocation for Clerical position; 2/3rd allocated to Recreation.
51135.00000	Blue Collar Personnel	483,355	Salary allocations for 8 Public Grounds employees who are members of the Blue Collar collective bargaining unit plus a request for one additional worker. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for the FY22 increase included in Town wide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51400.00000	Overtime	15,000	This account is used for weekend activity coverage for soccer, baseball, etc. It is also used to handle any work not finished due to the weather, and work demands/priority changes. Any call outs also come out of this account. There is a minimum of three and one half hours on a call out. The Outside Projects Overtime account has been combined with this account.
51445.00000	Storm Related Overtime	46,000	Reflects anticipated overtime by supervisory and Blue Collar personnel required for snow and ice removal and other storm events. Additional funding may be required if we experience a severe winter season and or numerous storms.
51510.00000	Part Time & Seasonal Help	48,000	Covers minimum wage increases and provides hiring an adequate number of seasonal employees to assist during the busiest time of the year.
51805.00000	Longevity	5,367	The Town has a schedule of longevity payments. The department currently has 5 employees receiving these payments as follows: S. Wood, Mid c 20+ yrs. \$1,300 T. Taradeina, Mid v , 20+ yrs. \$1,300 P. Kristopik, Blue Collar, 20+ yrs. \$1,250 G. Palaia, blue Collar, 20+ yrs. \$1,250 T. Noyes, White Collar, 10+ yrs. \$266.64
51820.00000	In Lieu of Health Insurance	3,000	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl. spouse), EE+2 \$2,500 (incl. family) Two employees have elected this option.
Total Wages & Salaries		789,627	

Account Description		21/22 Budget	Supporting Description of Activity
52 - Fringe Benefits			
52010.00000	Worker's Compensation	42,493	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	60,227	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	58,318	Employer share of pension plan. Based upon actuarial recommendation for the defined benefit segment. Effective 7/1/2004 for the defined contribution plan, 10% for Mid Management, White and Blue Collar.
52220.00000	Insurance - Life	3,482	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52235.00000	Health Insurance	238,370	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs, a 10% increase over the current year has been used.
52300.00000	Uniforms	5,800	Uniforms are provided in accordance with union contract. Prices increase annually. Cost of clothing includes shoe allowance. Also includes special orders such as Hi-Visibility tee shirts and sweat shirts - Approx. \$1,500.
Total Fringe Benefits		408,690	
53 - Professional/Technical			
53102.00000	Electricity	80,600	This account is used for electricity at the pools, Sage Park, Sage Maint building, Little League buildings, Worthington Ridge War Memorial, and Veterans Memorial Park. Eversource rates continue to rise and \$65,293 was spent last year.
53103.00000	Fuel - Heating	3,800	East Berlin pool - propane gas for hot water heaters, propane for stand-by generator at Sage Park, propane tank to heat Scalise Field building.
53104.00000	Christmas Lighting	3,500	This account will be used to maintain lights and garland at Town Hall, BOE, Library/Community Ctr and on Farmington Ave. during the holiday season
53201.00000	Supplies	600	This account includes all the office supplies needed to run this department such as pens, pencils, pads, film, and other related necessities.
53204.00000	Labor Service	65,000	This account will be used for contractual services to hire outside vendors to perform work on cemeteries, parks, ballfields, irrigation, masonry and other contractual needs throughout the department. Increase is needed to cover yearly inspection and repairs on the bleachers at Scalise, diving boards at Percival and East Berlin Pool. These funds would also be used to start replacing pumps at Percival, East Berlin Pool and fountains at Veterans Park.
53207.00000	Playground Safety Surfacing	13,500	The United States Consumer Product Safety Commission in Washington has come out with updated guidelines on playground equipment. The main concern is ground fall, which is the area around a piece of playground equipment. To keep all playgrounds safe and up to C.P.S.C. standards, surfacing must be replaced as needed. All playgrounds are required to meet the C.P.S.C standards. We spent \$12,444 in fiscal year 2020.
53208.00000	Equipment - Grounds Maint	30,000	This account will be used to replace mowers, ballfield groomers, tractors, aerators, utility vehicles and other grounds equipment as necessary. In the short term, our department needs to purchase an aerovator (used for slicing and seeding, with aeration) and a walk-behind blower. Over the next several years, older equipment including ballfield groomers, zero-degree mowers, and utility vehicles will be coming off-line and need replacement. The increase would allow us to be able to purchase two mowers that are pushing 13 years old.
53213.00000	Sports Equipment	3,000	This account is used for replacement of sports equipment, goals, baseball pitcher mounds, and home plates. Also included are basketball nets, tennis nets, soccer nets, and wind screens.
53218.00000	Tools	2,000	Replacement of small tools (including: push blowers, weedwhackers, hedge trimmers, chainsaws, backpack blowers and other hand tools)
53219.00000	Operating Materials	40,000	This account is basically the life line of the department. Items needed on an ongoing basis come from this account. Example: signs, trees, shrubs, lumber, greenhouse supplies, town flags etc.

	Account Description	21/22 Budget	Supporting Description of Activity
53221.00000	Fencing (Reclassified from Capital)	15,000	These funds would be used to repair, or replace, any broken fences in any of the parks, ballfields, pools, or playgrounds. Fences need to be fixed in a timely manner to maintain safety at all locations.
53222.00000	Playground Equipment (Reclassified from Capital)	20,000	Each year, some playground equipment is in need of being replaced, fixed or upgraded. The existing parts, hardware and/or equipment become worn and sometimes dangerous. To ensure safety, with these funds the Public Grounds Department will be able to respond in a timely fashion to ensure the playground remains safe. Ground fall material and additional equipment will be addressed on a priority basis.
53224.00000	Playing Field Improvements	13,500	These funds will be used to purchase top soil, sand, infield materials, stone, sod, irrigation parts and other miscellaneous supplies needed for field improvements. This increase will cover special infield material (Pro-Slide) that needs to be added to the infield of Zipadelli and Sage 1 for an even and safe infield playing surface.
53233.00000	Vehicle Parts, Truck and Machinery Parts	13,000	This account provides funding to purchase mower parts, engines, hydraulic pumps and supplies that allow us to perform preventative maintenance and repairs to all grounds equipment.
53243.00000	Fertilizer, Seed & Chemicals	36,000	This line item is increasing because the cost of these materials is on a constant rise. Athletic fields are being heavily used and to keep them in shape, fertilizing, seed and overseeding are necessary. Chemicals are also used to control weeds and unwanted grass around fences, trees, curbs, and sidewalks. Canadian geese control has become a major problem, making some park areas undesirable to use because of the droppings. Without chemicals or services ,they are difficult to control. The increase is due to the price of materials going up about 8% over the last year.
53245.00000	Maintenance & Repair	22,000	The greatest costs in this account are for supplies for the two pools used for replacement of vacuum hoses, chlorine pumps, life guard seats, and special pool paints, etc. Also, air compressor and some irrigation repairs come from this account.
53250.00000	Aeration, Slicing, Overseeding	11,500	This account will be used for aeration, slicing and overseeding on playing fields and small parks throughout town as needed
53601.00000	Equipment Rental	9,000	Equipment attachments, pumps, trenchers and other equipment is rented throughout the year for different jobs. Includes rental of mini excavator. More jobs are being done in-house in an attempt to save money, thus more equipment is needed. This increase is needed to cover the rental of 6 portable light towers for two months Berlin Youth Football and Berlin Youth Soccer.
53746.00000	Sanitation	18,000	This account covers portable toilets for ball fields and the Timberlin Park picnic pavilion. Thirteen (13) units for eight months, with three (3) being handicapped units, as well as two for Pistol Creek. In addition, the portable toilets for the Hatchery Brook Conservation Area have been moved to this department. They were previously paid for from the Conservation Commission budget. This increase is based on CDC guidelines of more frequent cleanings of the (13) units due to COVID. We will be going out to bid to make sure we get the best price.
53916.00000	Professional Development	4,190	Networking with other Towns has proven to be educational and beneficial for staff. Also, funds are used to send employees for training and state upgrading, spraying, ball field maintenance, turf management, pool certifications and CDL licenses, etc. The additional funds are for the increase in CDL class A drivers licenses classes.
53917.00000	Water & Sewer	37,620	Funding for pool water and irrigation (sixteen fields) comes from this account. Water rates continue to increase. We spent \$34,169 in fiscal year 2020.
53932	Waterway Treatment	20,000	This account will be used to work with an DEEP and other agencies to treat several waterways through out town that are infested with invasive weeds including but not limited to Water Chestnuts, Watermeal, Phragmites, Duckweed and other weeds as needed.
53933.00000	Sidewalk Maintenance	12,000	This account covers asphalt and concrete repairs on sidewalks, pool decks, parking lots, basketball and tennis courts. Repairs to sidewalks and handicap ramp installations at the schools have also increased over time; the cost of these have exceeded this line item budget the past several years.
53944.00000	Organizational Fees	210	Membership in State Parks Association
Total Prof/Tech		474,020	

Account	21/22	
Description	Budget	Supporting Description of Activity
Department Total	<u>1,672,337</u>	.

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
3052 - Health Department							
53 Professional/Technical							
53824.00000	Regional Health Service	128,156	139,694	139,694	152,267	152,267	
53944.00000	Organizational Fees	1,390	1,390	1,390	1,390	1,390	
Professional/Technical Total		129,546	141,084	141,084	153,657	153,657	0
Health Department Total		129,546	141,084	141,084	153,657	153,657	0

TOWN OF BERLIN

Dept No.

3052

Dept Name

Health Department

FY 2021/22

Budget Input

1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53824.00000	Regional Health Services	152,267	Based on allocation of proposed Central Connecticut Health District budget committee recommendation fees prorated by the populations of the member towns. The 2021-22 amount is not known. Budget is based on actual FY 2020-21 plus 9%.
53944.00000	Organizational Fees	1,390	Based on the FY20 request from Amplify (formerly the North Central Regional Mental Health Board) for \$.07 per capita contribution for the 2010 census population with OPM of 19,866.
Professional/Technical Total		153,657	
Health Department Total		153,657	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
3053 - Berlin VNA Department							
51 Wages-Salaries							
51100.00000	Department Head	104,551	104,551	107,374	107,374	107,374	
51125.00000	Mid-Managers Personnel	92,021	95,122	95,122	98,316	98,316	
51130.00000	Clerical Personnel	190,332	194,604	194,604	172,250	172,250	
51145.00000	Nurses	393,563	411,968	411,968	322,291	322,291	
51186.00000	Speech Therapist	570	7,470	7,470	7,470	7,470	
51187.00000	Occupational Therapist	12,275	17,000	17,000	17,000	17,000	
51188.00000	Physical Therapist	119,578	157,175	157,175	157,175	157,175	
51190.00000	Social Worker	1,875	9,080	9,080	4,080	4,080	
51300.00000	Health Aides	179,002	199,818	199,818	153,014	153,014	
51305.00000	Commission Secretaries	500	1,000	1,000	1,000	1,000	
51400.00000	Overtime	28	1,000	1,000	1,000	1,000	
51805.00000	Longevity	5,500	6,292	6,292	5,859	5,859	
51820.00000	In lieu of Health Insurance	8,600	8,600	8,600	3,600	3,600	
Wages-Salaries Total		1,108,395	1,213,680	1,216,503	1,050,429	1,050,429	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	55,901	61,007	61,007	53,038	53,038	
52100.00000	Social Security	81,345	92,851	92,851	80,356	80,356	
52200.00000	Pension	56,281	67,071	67,071	57,183	57,183	
52220.00000	Insurance, Life, Disability	4,002	4,376	4,376	3,863	3,863	
52225.00000	Physicals	1,710	3,800	3,800	3,800	3,800	
52235.00000	Health Insurance	166,395	189,357	189,357	203,513	203,513	
52300.00000	Uniforms	1,781	2,100	2,100	2,100	2,100	
Fringe Benefits Total		367,415	420,562	420,562	403,853	403,853	0
53 Professional/Technical							
53201.00000	Supplies	5,469	7,700	7,700	7,700	7,700	
53276.00000	Medical Supplies	8,480	6,510	6,510	6,510	6,510	
53440.00000	Public Education	962	2,100	2,100	2,100	2,100	
53606.00000	Telemonitor Lease	3,368	6,593	6,593	6,593	6,593	
53743.00000	Records management serv.	580	1,000	1,000	0	0	
53810.000000	Background Checks	213	1,000	1,000	1,000	1,000	
53813.00000	Computer Support	37,075	44,207	44,207	44,207	44,207	
53819.00000	Medical Services	69,513	97,000	97,000	102,000	102,000	
53902.00000	Telephone	8,266	9,190	9,190	9,190	9,190	
53903.00000	Copiers	1,827	2,000	2,000	2,000	2,000	
53916.00000	Professional Development	0	2,450	2,450	2,450	2,450	
53920.00000	Professional Services	37,676	39,300	39,300	39,300	39,300	
53940.00000	Advertising	1,449	6,000	6,000	6,000	6,000	
53943.00000	Mileage	4,467	6,000	6,000	6,000	6,000	
53944.00000	Organizational Fees	15,885	16,085	16,085	16,085	16,085	
53945.00000	Training	1,933	2,415	2,415	2,415	2,415	
Professional/Technical Total		197,164	249,550	249,550	253,550	253,550	0
Nursing Total		1,672,974	1,883,792	1,886,615	1,707,832	1,707,832	

TOWN OF BERLIN

Dept No.
Dept Name

3053
Nursing

FY 2021/22

Budget Input
1-Dec-20

Account	Account Description	21/22 Budget	Supporting Description of Activity
51 - Wages-Salaries			
51100.00000	Department Head	\$107,374	<p>Department Head Salary Position. Amount budgeted is based on the FY21 rate with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.</p> <p>The BVNA continues operations as a State Licensed, Medicare and Medicaid Certified and nationally accredited Agency by the Joint Commission on Accreditation of Health Care Organizations (JCAHO). As such, the Berlin VNA provides the Town of Berlin with three programs: Home Health/Care of the Sick, School Health, and Community Health Promotion Programs. All three programs are supervised by Department Director and a Clinical Supervisor.</p> <p>Maintaining the School Health Program within the Department serves to benefit the Town of Berlin, and the Berlin VNA.</p> <p>1. Supervision, coordination and administration of the programs is handled by the Administrator and Supervisor of Clinical Services. This reduces the burden to the Town, and places costs within the Department.</p> <p>2. A percentage of operating expenses of Berlin VNA can be allocated to the School Health Program for cost reporting purposes with Medicare, making the service cost competitive. This makes Berlin VNA a viable and competitively priced Home Health Agency. Our Cost Report Accountant highly recommends the School Program stay under the auspices of Berlin VNA.</p>
51125.00000	Mid Manager	98,316	Salary allocation for Assistant Director/Supervisor of Clinical Services who is a member of the Mid-Managers collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2021-22. Contract expires 6/30/2022.
51130.00000	Clerical	172,250	Salaries for clerical employees who are members of the White-Collar union. Contract expires 6/30/23. Amount budgeted is based on the FY22 contract rate. One part-time clerical position has been removed for the FY22 budget.
51145.00000	Nurses	322,291	Home Care Nurses who are members of the Nurses union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation. One nursing position has been removed for the FY22 budget.
51186.00000	Speech Therapist	7,470	The speech therapist is paid on a per visit basis. The visits are 100% reimbursed by insurance carriers. This account requires some flexibility as it is difficult to project utilization based on patient needs, or patients referred with conditions requiring this type of treatment.
51187.00000	Occupational Therapist	17,000	Same as above.
51188.00000	Physical Therapist	157,175	The physical therapists are paid on a per visit basis. The visits are 100% reimbursed by insurance carriers. This account requires some flexibility since it is difficult to project utilization on patient needs.
51190.00000	Social Worker	4,080	The social worker is paid on a per visit basis. The visits are 100% reimbursed by insurance carriers. The account requires some flexibility as it is difficult to project utilization based on patient needs.
51300.00000	Health Aides	153,014	<p>This figure has been reviewed by the Department Administrator and by the Finance Director and is consistent with the CHCA contract. Home Care and School Health Aides are members of the Nurses union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for the FY22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.</p> <p>All the services of a home health aide are reimbursed services, which we bill to Third Party Insurance Carriers, or to grants. Acct #53819 Medical Services allows for subcontracting for additional services necessitated by increased demand. We also employ direct "per diem, non-benefit staff", who are more available to our service needs, but are only paid for hours needed.</p> <p>The health aides will be the installers of the telemonitors in the patients homes. They will be paid a stipend for each install. Approximately 4 installs per month equals \$480/year.</p> <p>One health aide position has been removed for the FY22 budget.</p>
51305.00000	Commission Secretary	1,000	Secretarial services for Nursing Board of Directors. Rate of \$100.00 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 10 regular meetings during the fiscal year.

Account	Account Description	21/22 Budget	Supporting Description of Activity
51400.00000	Overtime	1,000	This item is for clerical overtime which is necessary periodically to cover extended vacations and illnesses. Overtime is necessary prior to and during regular surveys and in preparation for the Annual Cost Report. Demands from third-party insurance carriers are making daily activities expand need for extended time.
51805.00000	Longevity	5,859	This represents the longevity pay for the clerical and nursing staff, Administrator and Supervisor of Clinical Services. This rate paid to all who are eligible according to C.I.L.U., CHCA and Mid-Management Bargaining Unit contracts. Seven employees receive this payment as follows. Dori Dyer - 23.6 years -\$1,200. White Collar Brooke Barbero - 14.4 - \$904.17 CHCA Michelle Heath- 19.0 years -\$1,050. CHCA Pellegrina Murphy - 20.5 years - \$1,200.CHCA Dorota Swiatowski - 14.8 years - \$1,008.33 CHCA Marlo Matassa -10.6 years - \$800. White Collar Margaret Piccoello - 6.3 years - \$600. White Collar
51820.00000	In Lieu of Health Ins.	3,600	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family) Four employees are taking advantage of this option; two at the \$2,500 level and two at the \$1,800 level.
Total Wages & Salaries		1,050,429	
52 - Fringe Benefits			
52010.00000	Worker's Compensation	53,038	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	80,356	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	57,183	Employer share of pension plan. The current defined contribution plan provides 10% for Top and Mid Management, Nurses and White Collar.
52220.00000	Insurance-Life	3,863	Premiums for life, death and disability insurance; based upon amount of salary. Premiums remained the same as FY21.
52225.00000	Physicals	3,800	The Nursing Department is responsible for paying for pre-employment physicals, urine drug screening, Hepatitis B vaccination, and PPD testing. A portion of the Town Medical Director Expense/Retainer is also charged to this Department, within this account, relevant to services provided to this Department.
52235.00000	Health Ins	203,513	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs this figure is a 10% increase over the current rates.
52300.00000	Uniforms	2,100	A \$150 Uniform and \$100 Shoe Allowance, per Nursing union contract.
Total Fringe Benefits		403,853	
53 - Professional/Technical			
53201.00000	Supplies	7,700	This account covers the routine office supplies and printing of business forms. The Department is mandated to document, bill and obtain physician orders on standardized forms. We have purchased pre-printed disease oriented care plans which are also reproduced. Medicare mandates that Patient Assessment and Satisfaction tools be on standardized forms. Also included in this account are funds for subscriptions to professional periodicals, the purchase of resources such as drug reference, ICD-10 coding, and clinical textbooks, information publications from the trade and accreditation organizations and a new VNAA Procedure Manual for Home Care Staff. Every year the Agency must renew the HCFA Certificate of Waiver under the Clinical Laboratory Improvement Amendment (CLIA) Program. It allows the nurses to perform simple laboratory procedures such as blood sugar testing and PT/INR monitoring without obtaining a laboratory license. We include this expense in this line item.

Account	Account Description	21/22 Budget	Supporting Description of Activity
53276.00000	Med Supplies	6,510	These are routine supplies carried by the nurses and home health aides. This account provides the routine supplies that are normal and expected of the agency and not billed to third party payers. These supplies may include: nurse and home health aides bags, blood pressure apparatus, urine and blood sugar testing equipment, soap, paper towels, latex gloves, goggles, CPR masks, thermometers, band aides, etc. Managed Care companies supply routine supplies. In these cases, we can bill the company for routine items. As services increase, so do supply needs. Medicare patients do have supply costs reimbursed, and a large percentage of this budgeted amount is realized in revenue returns.
53440.00000	Public Education	2,100	Medicare and JCAHO require that the Agency provide patients with information about the Agency's services. This includes the printing of brochures and other information which comprise the packet distributed upon admission to services. These expenses are reimbursed by Medicare. In lieu of ever present competition from neighboring and state-wide Home Care Agencies, we must maintain visibility and a competitive advantage.
53606.00000	Telemonitor Lease	6,593	The Telemonitor Program is an expectation of referral sources. One of the goals of the Telemonitor Program is to keep our hospitalization rate down, we are currently at 15.4% the National rate is 16.85%. We currently have 6 monitors and are also required to order 6 GPRS units for each monitor. This insures ease of transmission.
53743.00000	Records management serv.	0	Included in this item is the cost to store patient records offsite with Cardone Record Services. This includes the annual fee and the shredding fee for the oldest year.
53810.00000	Background Checks	1,000	New employee background checks mandated by State of Connecticut with ABCMS system.
53813.00000	Computer Support	44,207	This item provides ongoing maintenance, program enhancements and telephonic or on-site computer program support from vendors to the staff. This accounts includes: 1. <u>Software Billing System:</u> DeVero - Annual Maintenance fee \$29,940. McKesson Corp annual maintenance fee is \$2,000 to store historical data. Brightree annual fee for read only historical data. \$2000. Must maintain data for state survey purposes. 2. <u>Hardware/Equipment Repairs:</u> Via Town contract computer firm budgeted at \$2,000. and any unanticipated maintenance or replacement. 3. <u>SHP - Strategic Healthcare Program</u> - Oasis data is fed into the program, and an analysis performed to study correct diagnostic ICD-10 coding. Oasis question coding, and ultimately choice of the correct HHRG reimbursement amount for case management of Medicare clients. Costs for this software is \$8,267
53819.00000	Medical Services	102,000	These services are fully refunded via third party payers. This account needs to have some flexibility since it is difficult to project utilization. The Berlin VNA provides Physical Therapy, Occupational Therapy, Medical Social Work Services, IV Therapy and Home Health Aides via contract. This account includes cost of medical supplies such as catheters, sterile dressing supplies and solutions which are also reimbursed. Level, type and severity of cases and patient needs are not predictable. Historical data needs to be relied on to set a budget line item for Ancillary Services covered by this account. We cannot predict at what level our therapy service demand will increase or home health aide demands will remain stable. Services rendered are dependent on patient diagnosis. When service demand increases, the provision of additional service also generates additional needs. There has been a demand for therapy services in the past year. Medical social worker services is now a line item under salaries since we are utilizing a MSW on a per diem basis.
53902.00000	Telephone	9,190	This covers the after-business hours telephone answering service, \$2,000. Verizon Wireless cell phone units carried by home health aides and 4 additional cellphones according to recent contract for nurses and all staff on computers need to utilize air cards for charting in the field, \$7190.00 (two new air cards added)
53903.00000	Copying	2,000	This figure is based on historic use.
53916.00000	Professional Development	2,450	This account is for local, state and national conferences and seminars which, although not mandated, are necessary to keep the administration abreast with the regulatory changes and public health issues, i.e. Medicare Prospective Payment System, JCAHO requirements, etc. These meetings provide updates and training for mandatory changes and enhancements to the Agency's computerized billing system and the Home Health Care Industry as a whole. Also, included are registration fees to the VNANE Winter and Summer meetings, the CAHC Annual Meeting and the CAHC Spring and Fall Fiscal meetings. The seminar titles and locations are not published at this time. Dual responsibility for the maintenance of quality provision of School Health Nursing mandated by the Connecticut Department of Education also requires Administrator and Clinical Supervisor knowledge of quality standard practice.
53920.00000	Professional Services	39,300	1. This service is for the annual Medicare Cost Study Audit Fee provided by Peach and McPhearson, CPA's. This Cost Study is submitted to Medicare and the State of CT and determines the Agency's rate (fee) schedule. The Cost Report is mandated by CMS, the State of CT and the Federal Medicare Program. It is a chargeable cost to the Home Care Program. Membership in VNANE and CAHC also requires submission of our cost report. \$6,800. 2. Quality Record Audits - Work collaboratively with the audit team to maintain regulatory requirements and improve quality care. \$27,500.

Account	Account Description	21/22 Budget	Supporting Description of Activity
			<p>3. Zirmed \$5000 This is a electronic claim management clearing house for processing Medicare claims/payments. Factoring increase due to billing changes.</p>
53940.00000	Advertising	6,000	Advertising expenses are recognized as a reimbursable expense on the Medicare Cost Report. The Department employs 41 staff. The health field is a volatile field right now, with strong recruitment competition. The agency has increased the service area so marketing services is important and the need to advertise is a constant for this Department.
53943.00000	Mileage	6,000	We have 8 to 10 staff members "on the road" on a daily basis had have 8 assigned "town cars" available for them. Therefore we have staff on the road Sunday to Saturday and always have staff driving a personal car. This figure is based on expenditure during the last fiscal year. These costs are reimbursable under the cost report.
53944.00000	Organization Fees	16,085	<p>1. Visiting Nurse Association of New England: This organization negotiates and develops contracts with managed Care Insurance Companies; provides staff education and training focused on improving the quality and cost effectiveness of care and care delivery design, development and implementation of a marketing plan focused on such services intended to attract the interest of payers; represents the Agency as part of the membership at a national, state, regional and municipal levels; provides managed care consulting and resource issues. Dues are based on the percentage of referrals received by the agency. With dues at \$7,500 we feel this membership payback is essential. It also helps serve residents in Berlin with various health insurance coverage availability. Insurance companies prefer to contract with larger entities such as VNANE, not individualized home care companies. VNANE has a strong advantage in their negotiation abilities through their membership.</p> <p>We continue to monitor the viability of membership. JCAHO accreditation is required for membership, among other credentialing essentials. This quality standard is then portrayed to Managed Care entities. Managed Care referrals fluctuate with illness and service demands.</p> <p>2. Connecticut Association For Healthcare at Home: Dues are in this account. CAHC is a professional trade organization that sponsors programs for professional development and fiscal management and monitors and lobbies for legislation that affect the home health industry. Fees are calculated by a formula on the Agency's expenditures during fiscal year 2016. This organization keeps us updated weekly with newsletters and consultant advice to our program. It is an invaluable resource, necessary for operations. Dues are based on total expenses reported to CMS via the Medicare Cost Report. Expenses exclude full operating costs for School Health Program. This inclusion does benefit the overall Department costs, under Medicare; which allow for a 40% reduction in this determination. Cost for membership will be \$6,000 factoring an increase for fiscal year for 2020.</p> <p>3. Joint Commission on Accreditation of Health Care Organizations (JCAHO): This is a National Home Health Care Accreditation body. Accreditation is mandated by third party insurance carriers to insure quality standards are provided, and maintained. It is a requirement for membership in VNANE and for all private insurance reimbursement. JCAHO has converted to an annual subscription fee. 2020/2021 fees are estimated at \$1925. as this is a non accreditation year.</p> <p>4. State of Connecticut Nursing Licenses: Per CHCA Bargaining Unit Contract - 4 RN Licenses \$440. (\$110 each). Adm & Clinical Supervisor \$110. each (Total \$660)</p>
53945.00000	Training	2,415	This account is used for local, state and national conferences and seminars which are mandated by state law, professional certification requirements, user groups and training. Pursuant to the State of Connecticut Home Health Care Agency Licensure Regulations Section 19-13-D71, each employee serving patients is required to complete 12 hours of in-service education per year. They are also required to be CPR certified. All nurses and nurse's aides are CPR certified and all aides are First Aid Certified every year three years. The in-service education is provided by a combination of seminars, in-house presentations, videos and self studies with CD-ROMs. The cost of educational programs increase each year.
Total Prof/Tech		253,550	
Department Total		1,707,832	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
3054 - Social & Youth Services							
51 Wages-Salaries							
51100.00000	Department Head	23,519	23,521	23,521	25,002	25,002	
51125.00000	Mid-Managers Personnel	137,922	143,142	143,142	149,836	149,836	
51155.00000	Secretary-Youth Services	400	1,000	1,000	1,000	1,000	
51400.00000	Overtime	0	300	300	300	300	
51510.00000	Part time & Summer Help	1,175	2,700	2,700	17,520	17,520	
51805.00000	Longevity	1,300	1,300	1,300	1,300	1,300	
51820.00000	In Lieu of Health Insurance	313	625	625	625	625	
Wages-Salaries Total		164,628	172,588	172,588	195,583	195,583	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	6,765	9,357	9,357	9,704	9,704	
52100.00000	Social Security	11,087	13,203	13,203	14,963	14,963	
52200.00000	Pension	14,968	15,727	15,727	16,486	16,486	
52220.00000	Insurance, Life, Disability	745	813	813	855	855	
52235.00000	Health Insurance	47,912	46,634	46,634	50,651	50,651	
Fringe Benefits Total		81,477	85,734	85,734	92,659	92,659	0
53 Professional/Technical							
53201.00000	Supplies	45	200	200	200	200	
53412.00000	Welfare	1,200	2,000	2,000	2,000	2,000	
53415.00000	Emergency Housing Assistance	79	10,000	10,000	10,000	10,000	
53437.00000	Local Prevention Council Grant	4,153	4,153	4,153	4,153	4,153	
53462.00000	Youth Grant	24,334	23,734	23,734	23,819	23,819	
53464.00000	Juvenile Review Board	0	1,000	1,000	1,000	1,000	
53916.00000	Professional Development	0	410	410	410	410	
53943.00000	Mileage	61	100	100	100	100	
53944.00000	Organizational Fees	107	170	170	170	170	
Professional/Technical Total		29,979	41,767	41,767	41,852	41,852	0
Social & Youth Services Total		276,084	300,089	300,089	330,094	330,094	0

TOWN OF BERLIN

Dept No. **3054**
 Dept Name **Social & Youth Services**

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	25,002	Department Head Salary Position (25%) - shared with Recreational Services (50%) and Senior Services (25%). Amount budgeted is based on the 2020-21 fiscal year rate with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Managers Personnel	149,836	Salary allocations for Director of Social & Youth Services and Social Worker who are members of the Mid-Managers collective bargaining unit. Contract expires 6/30/22. Amount budgeted is based on the negotiated contract schedule for 2021-22.
51155.00000	Secretary-Youth Services	1,000	Pay for secretary that supports the Youth Services Advisory Board by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 10 regular meetings during the fiscal year. This position is offered to one Youth Member of the Youth Services Advisory Board per Ordinance. The funds are allocated from the Youth Grant (Account No. 53462, and if not used, are returned for use in the general Youth Grant by the end of the Fiscal Year.
51400.00000	Overtime	300	Overtime for Social & Youth Services Director or Social Worker if needed, for opening/working Emergency Shelters, and for emergency call-outs after hours for fires, disasters.
51510.00000	Part time & Summer Help	17,520	Part-time Holiday Assistance Clerk - ~225 hours from Oct-Jan to support the Holiday Assistance program Part-time Social Services Associate - ~15 hours/week - to assist with Food Pantry, client intakes, Renter's Rebate, Energy Assistance, and youth programs. \$14,820
51805.00000	Longevity	1,300	The Town has a schedule of longevity payments. The department currently has 1 employee receiving this payment as follows: Truitt, 30+ yrs, Mid Mgmt, \$1,300
51820.00000	In Lieu of Health Insurance	625	An employee elected to leave the Town's health insurance in January 2020
Wages-Salaries Total		195,583	
52 Fringe Benefits			
52010.00000	Worker's Compensation	9,704	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	14,963	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	16,486	Employer share of pension plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for Mid Management and Blue Collar.
52220.00000	Insurance, Life, Disability	855	Premiums for life, death and disability insurance; based upon amount of salary. Under contract with Anthem. Premiums remained the same as FY21.
52235.00000	Health Insurance	50,651	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.

Fringe Benefits Total		92,659	
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53 Professional/Technical			
53201.00000	Supplies	200	Office and program supplies needed for day-to-day operation of the Social & Youth Services Department, including general office supplies. Youth Services program supplies are funded by the SDE Youth Grant.
53412.00000	Welfare	2,000	Direct Social Services to residents that are not eligible for State or Federal Programs. Items include Eviction Storage Costs incurred by the Town of Berlin which is a mandated expense under CT General Statutes, emergency transportation, medical emergencies, emergency fuel/utility assistance, and eviction prevention assistance with housing.
53415.00000	Emerg Housing assistance	10,000	This fund is matched by funds from Berlin's Salvation Army Service Unit. During the course of each year emergencies occur (fire, evictions, etc.) that result in residents being displaced from their primary residence. These funds are used to provide short-term housing and related assistance to ensure no resident is left homeless as a result of an unexpected emergency. The Town will seek reimbursement (insurance, landlords, etc) for expended funds whenever possible. Covers Town obligations under the Uniform Relocation Act.
53437.00000	Local Prevention Council Grant	4,153	Local Prevention Council Grant from the State of CT. Funds are passed through our Regional Behavior Health Action Organization. Supports activities related to substance abuse prevention and education.
53462.00000	Youth Grant	23,819	Revenue is the same as the expenditures. State of CT Department of Children & Families Grant (less the Commission Secretary fees on line 51155-\$1000). This money is expended for both administrative and direct services costs as approved in the grant budget. Revenue is the same as the expenditures (including Account No. 51155 for Secretary as indicated above. The required local matching funds are covered by Social & Youth Services Department Salaries.
53464.00000	Juvenile Board	1,000	Funds are used to provide direct services to JRB referred youth, early intervention services to help reduce the need for referrals, and training for JRB members.
53916.00000	Professional Development	410	Professional Development expenses per attached Account 53916 Professional Development Fees request.
53943.00000	Mileage	100	Estimated mileage costs for staff travel to schools, home visits, and out of office meetings at 57.5¢ consistent with IRS regulations.
53944.00000	Organizational Fees	170	Professional Dues and Organizational fees per attached Account 53944 Organizational Fees request.
Professional/Technical Total		41,852	
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Socail & Youth Svcs. Total		330,094	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd of Fin Approved
3055 - Senior Services							
51 Wages-Salaries							
51100.00000	Department Head	23,519	23,521	23,521	25,002	25,002	
51125.00000	Mid-Managers Personnel	141,376	146,072	146,072	138,523	138,523	
51135.00000	Blue Collar Personnel	54,643	82,568	82,568	80,062	80,062	
51150.00000	Instructors	5,445	7,020	7,020	7,020	7,020	
51305.00000	Commission Secretaries	300	600	600	600	600	
51400.00000	Overtime	2	500	500	500	500	
51510.00000	Part time & Summer Help	5,130	21,943	21,943	23,062	23,062	
51805.00000	Longevity	3,400	3,400	3,400	1,175	1,175	
51820.00000	In Lieu of Health Insurance	313	625	625	625	625	
Wages-Salaries Total		234,127	286,249	286,249	276,569	276,569	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	11,217	15,635	15,635	15,067	15,067	
52100.00000	Social Security	17,126	21,899	21,899	21,158	21,158	
52200.00000	Pension	9,949	21,370	21,370	11,876	11,876	
52220.00000	Insurance, Life, Disability	1,002	1,089	1,089	1,041	1,041	
52225.00000	Physicals	0	100	100	100	100	
52235.00000	Health Insurance	33,646	48,153	48,153	71,189	71,189	
52300.00000	Uniforms	320	500	500	500	500	
Fringe Benefits Total		73,261	108,746	108,746	120,931	120,931	0
53 Professional/Technical							
53201.00000	Supplies	376	700	700	700	700	
53219.00000	Operating Materials	1,263	2,000	2,000	2,000	2,000	
53400.00000	Programs & Activities	1,580	2,000	2,000	2,000	2,000	
53916.00000	Professional Development	540	1,225	1,225	1,225	1,225	
53942.00000	Cable Television	0	0	0	0	0	
53943.00000	Mileage	1,365	1,650	1,650	1,500	1,500	
53944.00000	Organizational Fees	406	434	434	434	434	
53945.00000	Training	0	200	200	200	200	
53952.00000	DSL Service	1,104	1,080	1,080	1,150	1,150	
Professional/Technical Total		6,634	9,289	9,289	9,209	9,209	0
Senior Services Total		314,023	404,284	404,284	406,709	406,709	0

TOWN OF BERLIN

Dept No.
Dept Name

3055
Senior Services

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	25,002	Department Head Salary Position (25%) - shared with Recreational Services (50%) and Social & Youth Services (25%). Amount budgeted is based on the 2020-21 fiscal year rate with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Managers Personnel	138,523	Salary allocations for Senior Center Director and Assistant Senior Center Director who are members of the Mid-Managers collective bargaining unit. Contract expires 6/30/22. Amount budgeted is based on the negotiated contract schedule for 2021-22.
51135.00000	Blue Collar Personnel	80,062	Salary allocation for Senior Bus Driver who is a member of the Blue-Collar collective bargaining unit (and Fill-in Senior Bus Drivers who are not members). Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51150.00000	Instructors	7,020	Instructor fees for Senior Center Classes. Budget Request is the same as last year.
51305.00000	Commission Secretaries	600	Pay for secretary that supports the Commission on Aging by attending and/or preparing minutes of meetings. Rate of \$100 for the first two hours of each meeting in accordance with Secretarial Pay Scale adopted by the town. Request allows for 6 regular meetings during the fiscal year.
51400.00000	Overtime	500	Overtime for Senior Center Bus Driver (if State of Connecticut Department of Transportation Grant for additional services is not funded) and for Senior Center Director, or Assistant Senior Center Director if needed, for opening/working Emergency Shelters, and for emergency call-outs after hours for fires, disasters.
51510.00000	Part time Help	23,062	Consists of: \$10,218 Part-time Senior Center Receptionist - ~15 hours per week @ \$13/hr; \$3,380 Senior Center Substitute Receptionist - 260 Hrs/year to provide fill in assistance for vacations, illness, etc. as needed @ \$13/hr; —\$9,464 Senior Center Program Coordinator ~ 14 hours per week to support Director & Assistant Director. Grant has paid a portion of this position the last year. This amount reflects the full amount needed for the position.
BUDGET INCREASES DUE TO MINIMUM WAGE LEGISLATION IMPACT.			
51805.00000	Longevity	1,175	The Town has a schedule of longevity payments. The department currently has 2 employees receiving these payments as follows: Sevigny 35.6 yrs, Mid Mgmt, \$1,300 Doyle, 19.5yrs, Mid Mgmt, \$1,175
51820.00000	In Lieu of Health Insurance	625	An employee elected to leave the Town's health insurance in January 2020
Wages-Salaries Total		276,569	
52 Fringe Benefits			
52010.00000	Worker's Compensation	15,067	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	21,158	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
52200.00000	Pension	11,876	Employer share of pension plan. The defined benefit segment is based upon actuarial recommendation. The current defined contribution plan provides 10% for Mid Management and Blue Collar.
52220.00000	Insurance, Life, Disability	1,041	Premiums for life, death and disability insurance; based upon amount of salary. Under contract with Anthem. Premiums remained the same as FY21.
52225.00000	Physicals	100	Required for renewal of Senior Center Bus Driver license.
52235.00000	Health Insurance	71,189	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms	500	Uniform and Safety Shoe allowance per Collective Bargaining contracts for department employees.
Fringe Benefits Total		120,931	
53 Professional/Technical			
53201.00000	Supplies	700	Covers cost of office and program supplies needed for day-to-day operation of the Senior Services Department, including general office supplies. Budget request is same as last year.
53219.00000	Operating Materials	2,000	This line item is used at the Senior Center on a monthly basis to purchase food items, program and event supplies at the Senior Center. Budget request is same as last year.
53400.00000	Programs & Activities	2,000	This line item is used to provide entertainers and speakers for yearly programs and events at the Senior Center, including some evening programs. Includes \$500 for Commission for Aging to offer two events during the fiscal year at the Senior Center. Budget request is the same as last year.
53916.00000	Professional Development	1,225	Professional Development expenses per attached Account 53916 Professional Development Fees request. Budget request is same as last year.
53942.00000	Cable Television	0	Basic Cable for Senior Center no longer needed. TV in Library was not being used. Can be removed from budget.
53943.00000	Mileage	1,500	Estimated usage for all department personnel at 53.5¢ consistent with IRS regulations. Budget request is same as last year.
53944.00000	Organizational Fees	434	Professional Dues and Organizational fees per attached Account 53944 Organizational Fees request. Budget request is same as last year.
53945.00000	Training	200	Fees for new or current Part-time Senior Bus Drivers to cover CDL and Passenger Endorsement required. We currently have 6 substitute drivers to use for sick/vacation time for Regular Bus Driver as well as driving using the State of Connecticut Department of Transportation Grant for expanded Dial -A-Ride service. Budget request is same as last year.
53952.00000	DSL Service	1,150	This service is for the "public" computer at the Senior Center that seniors use for internet that is outside the Town's network. Slight increase over last year based on current cost of service.
Professional/Technical Total		9,209	
Senior Svcs. Total		406,709	

GENERAL FUND BUDGET FY2021/22

EXPENSE

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
3559 - Private Schools							
51 Wages-Salaries							
51145.00000	Nurses	60,119	68,220	68,220	69,527	69,527	
51300.00000	Health Aides	399	1,361	1,361	1,063	1,063	
51805.00000	Longevity	600	0	0	0	0	
51820.00000	In lieu of Health Insurance	1,042	2,500	2,500	2,500	2,500	
Wages-Salaries Total		62,159	72,081	72,081	73,090	73,090	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	3,537	4,033	4,033	4,089	4,089	
52100.00000	Social Security	4,645	5,519	5,519	5,596	5,596	
52200.00000	Pension	2,909	2,437	2,437	2,437	2,437	
52220.00000	Insurance, Life, Disability	310	332	332	330	330	
52225.00000	Physicals	76	300	300	300	300	
52235.00000	Health Insurance	7,336	0	0	0	0	
52310.00000	Uniforms, School Nurses-aide	232	400	400	400	400	
Fringe Benefits Total		19,044	13,021	13,021	13,152	13,152	0
53 Professional/Technical							
53810.00000	Background Checks	0	500	500	500	500	
53819.00000	Medical Services	900	900	900	1,000	1,000	
53944.00000	Organizational Fees	0	154	154	154	154	
53945.00000	Training	175	342	342	380	380	
Professional/Technical Total		1,075	1,896	1,896	2,034	2,034	0
Private Schools Total		82,279	86,998	86,998	88,276	88,276	0

TOWN OF BERLIN**FY 2021/22**

Dept No. **3559**
 Dept Name **Private Schools**

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51145.00000	Nurses	69,527	A full time Registered Nurse, who is a member of the Nurse's collective bargaining unit, is budgeted for services to St. Paul's School. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51300.00000	Health Aides	1,063	Salaries for School Health aides who are members of the Nurses collective bargaining unit. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for budget year FY21, with an allowance for 2021-22 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51805.00000	Longevity	0	The Town has a schedule of longevity payments. The department currently has 1 new employee not eligible to receive these payments
51820.00000	In lieu of Health Insurance	2,500	The Town has adopted a policy to reimburse an employees a portion of the savings of health insurance when coverage is waived. The amounts have been standardized for all employees as follows: EE \$500, EE+1 \$1,800 (incl spouse), EE+2 \$2,500 (incl family) One employee is taking advantage of this option at the \$2,500 level.
Wages-Salaries Total		73,090	
52 Fringe Benefits			
52010.00000	Worker's Compensation	4,089	Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	5,596	Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension	2,437	Employer share of pension plan. The current defined contribution plan provides for 10% for Nurses and Aides.
52220.00000	Insurance, Life, Disability	330	Premiums for life, death and disability insurance; based upon amount of salary. Under contract with Anthem. Premiums increased 5.7% for FY22.
52225.00000	Physicals	300	This amount is allocated for mandated pre-employment physicals, drug screens and Hepatitis-B vaccinations.
52235.00000	Health Insurance	0	At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase over current rates.
52310.00000	Uniforms, School Nurses-aides	400	A \$150 uniform allowance and a \$100 shoe allowance, per Nursing union contract . 1 RN @ \$150, 1 prorated @ \$60.00
Fringe Benefits Total		13,152	

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
53 Professional/Technical			
53810.00000	Background Checks	500	New employee background checks mandated by State of Connecticut with ABCMS system.
53819.00000	Medical Services	1,000	Private School Physician services.
53944.00000	Organizational Fees	154	Per CHCA Bargaining Unit Contract - 1 RN License \$154. (1 Nurse)
53945.00000	Training	380	This account reflects the annual CPR training for the (2) RN's (5 hours) of professional in-services for the R.N.'s and the updated procedure manual costs.
Professional/Tech Total		2,034	
Private School Total		88,276	

N.B. The private school account represents ~\$122,660 of unfunded mandated service. The State of CT mandates like services to private schools. We no longer receive a grant to offset private school services.

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
3561 - School Expenses							
51 Wages-Salaries							
51100.00000	Department Head	59,588	59,589	59,589	61,078	61,078	
51125.00000	Mid-Mgrs Personnel (Foremen)	0	61,749	61,749	63,138	63,138	
51130.00000	Clerical Personnel	27,119	27,016	27,016	28,250	28,250	
51135.00000	Blue Collar Personnel	0	439,623	439,623	443,087	443,087	
51145.00000	Nurses	412,247	448,811	448,811	453,734	453,734	
51300.00000	Health Aides	81,086	110,133	110,133	98,460	98,460	
51315.00000	Crossing Guards	15,488	17,760	17,760	17,760	17,760	
51400.00000	Overtime - Bldg Maintenance	19,824	50,000	50,000	50,000	50,000	
51400.00000	Overtime - Public Grounds *	0	3,000	3,000	3,000	3,000	
51500.00000	Summer Programs/Field Trips	7,237	20,000	20,000	20,000	20,000	
51805.00000	Longevity	7,140	12,265	12,265	11,325	11,325	
51820.00000	In lieu of Health Insurance	1,800	4,810	4,810	3,010	3,010	
Wages-Salaries Total		631,529	1,254,756	1,254,756	1,252,842	1,252,842	0
52 Fringe Benefits							
52010.00000	Worker's Compensation	417,819	490,847	490,847	481,823	481,823	
52100.00000	Social Security	43,784	96,090	96,090	95,943	95,943	
52200.00000	Pension - Town	57,129	106,426	106,426	103,808	103,808	
52220.00000	Insurance, Life, Disability	2,610	3,334	3,334	5,518	5,518	
52225.00000	Physicals	0	500	500	500	500	
52235.00000	Health Insurance	187,959	306,118	306,118	329,184	329,184	
52300.00000	Uniforms, Crossing Guards	63	630	630	630	630	
52310.00000	Uniforms, School Nurses-aides	2,200	2,810	2,810	2,810	2,810	
Fringe Benefits Total		711,565	1,006,755	1,006,755	1,020,216	1,020,216	0
53 Professional/Technical							
53102.00000	Electricity	703,446	950,000	950,000	1,000,000	1,000,000	
53106.00000	Fuel	0	7,500	7,500	7,500	7,500	
53219.00000	Operating Materials	134,587	180,000	180,000	198,000	198,000	
53730.00000	Insurance	47,142	47,701	47,701	47,912	47,912	
53810.00000	Background Checks	0	300	300	300	300	
53813.00000	Computer Support	11,875	14,506	14,506	13,064	13,064	
53814.00000	Contractual Services	364,699	525,000	525,000	525,000	525,000	
53823.00000	Refuse Disposal	55,990	58,790	58,790	61,730	61,730	
53840.00000	School Security Guards	200,000	331,488	331,488	358,921	358,921	
53916.00000	Professional Development	0	319	319	319	319	
53920.00000	Professional Services	18,725	20,064	20,064	21,499	21,499	

March 1, 2017

GENERAL FUND BUDGET FY2021/22

EXPENSE

Account	Description	2020	2021		2022		
		Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
53943.00000	Mileage	0	418	418	0	0	
53944.00000	Organizational Fees	770	911	911	955	955	
53945.00000	Training	555	1,388	1,388	1,364	1,364	
53946.00000	Vandalism	0	1,000	1,000	1,000	1,000	
Professional/Technical Total		1,537,789	2,139,385	2,139,385	2,237,564	2,237,564	0
54 Capital Outlays							
54000.00347	Fire Alarm Upgrade - Willard	0	0	0	150,000	150,000	
54000.01729	Capital Equipment (Vans)	0	0	0	110,000	110,000	
54000.01731	Site & Building (ADA upgrades-districtwide)	0	0	0	50,000	50,000	
Capital Outlays Total		0	0	0	310,000	310,000	0
School Expense Total		2,880,884	4,400,896	4,400,896	4,820,622	4,820,622	0

TOWN OF BERLIN

Dept No.
Dept Name

3561
School Expenses

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
51 Wages-Salaries			
51100.00000	Department Head	61,078 PB	Department Head Salary Position. This position is split between Public Building Maintenance and School Expenses. Amount budgeted is based on the FY20 rate with an allowance for the FY21 increase included in Townwide Department 0507 account 51900 (Wage Negotiation) waiting for allocation.
51125.00000	Mid-Mgrs Personnel (Foremen)	63,138 PB	Public Buildings Foreman Position. This position is split between Public Building Maintenance and School Expenses. Amount budgeted is based on the negotiated contract schedule for 2020-21. Contract expires 6/30/22. 30% of salary and benefits remain with facilities, the balance is allocated to School (Dept 61)
51130.00000	Clerical Personnel	28,250 PB	Salary for the facilities department bookkeeper, a member of the White-Collar collective bargaining unit. Contract expires 6/30/23. The amount budgeted is based on the contract salary schedule for FY22.
51135.00000	Blue Collar Personnel	443,087 PB	Salary allocations for (1) Carpenter, (4) Custodians, (1) Plumber, (2) Trades Helper, (2) Electricians, (2) Painters and (2) HVAC technicians for a total of (15) fifteen who are members of the Blue Collar collective bargaining unit. Amount budgeted is based on the negotiated contract schedule for 2020-21 and includes two crew leader differentials. Contract expires 6/30/21. 30% of salary and benefits remain with facilities, this is the balance is allocated to School (Dept 61)
51145.00000	Nurses	453,734 N	The Berlin VNA currently provides school health personnel for five public schools. The schools have full time Registered Nurses on duty on a daily basis. Children with special needs are mainstreamed into the school system. There is also a documented increase in children with asthma and other health-related needs. All nurses are members of PPT, DCYF and Crisis Intervention Teams. Note that casual overtime needs to be budgeted to accommodate emergencies, mandatory after school meetings, staff meetings, etc. An additional 10 hours every two years per nurse must be budgeted for attendance to professional development programs as mandated by the Connecticut State Board of Education, Section 10-212-5. Substitute staff must then cover each Health Room. This figure has compensated for these needs. Salaries for School Nurses who are members of the Nurses union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for this budget year, FY21.
51300.00000	Health Aides	98,460 N	Salaries for School Health aides who are members of the Nurses union. Contract expires 6/30/21. The amount budgeted is based on the contract salary schedule for this budget year, FY21. Hubbard School was the only public school without a school health aide. Due to the Covid 19 an addition of two part time school health aides were added.
51315.00000	Crossing Guards	17,760 PD	Salary to fund three school crossing guards. Compensation rate is remaining the same as FY20.
51400.00000	Overtime - Bldg Maintenance	50,000 PB	Increase. To cover overtime needed for additional school maintenance and repairs after school hours.
51400.00000	Overtime - Public Grounds *	3,000 PG	Public grounds overtime related specifically to school related outdoor events, particularly BHS football.
51500.00000	Summer Programs/ Fieldtrips	20,000 N	Salary for Nurses who are required to cover during school field trips and school summer programs. The Board of Education will reimburse the Town for these expenses. There is an offsetting Revenue line item for this expense.
51805.00000	Longevity	11,325	The Town has a schedule of longevity payments. The Department currently has 9 employees receiving these payments as follows. All are members of CHCA Union, except S.Niro, who is a member of the Clerical Union and D. Solek, who is a Top Manager. P. Baillargeon 23.6 years - \$1,200 J. McCormack - 22.9 years - \$1,200 J. Dunn - 5.7 years - \$600 S. Niro - 12.6 years - \$360 J. Addamo - 6.2 years - \$600 D. Solek - 12.0 years - \$480 M. Bovol - 8.3 years - \$600 L. Carbonell - 5.8 years - \$600
51820.00000	In lieu of Health Insurance	3,010 N	The Town has adopted a policy to reimburse an employee a portion of the savings of health insurance when coverage is waived. One department member has elected this option.
Wages-Salaries Total		1,252,842	

TOWN OF BERLIN

Dept No.
Dept Name

3561
School Expenses

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget		Supporting Description of Activity
52 Fringe Benefits				
52010.00000	Worker's Compensation	481,823		Employees classified according to type of work, premiums based upon rate per \$100 of salary. FY22 was budgeted with a 0% increase based on the Town's renewal.
52100.00000	Social Security	95,943		Employer share of FICA and Medicare payroll taxes. Represents 7.65% of taxable wages.
52200.00000	Pension - Town	103,808		Provides Town related, per employee elections, for Town-Department 61 employees. Employer share of pension plan. Based upon 10% for defined contribution plan.
52220.00000	Insurance, Life, Disability	5,518		Premiums for life, death and disability insurance; based upon amount of salary. Under contract with Anthem. Premiums remained the same as FY21.
52225.00000	Physicals	500	N	This amount is allocated for mandated pre-employment physicals, drug screens and Hepatitis-B vaccinations.
52235.00000	Health Insurance	329,184		At the recommendation of our Insurance Consultant to develop our initial estimate of plan costs we use a 10% increase above the current rates.
52300.00000	Uniforms, Crossing Guards	630	PD	Uniform allowance for 3 Crossing Guards at \$200 each.
52310.00000	Uniforms, School Nurses-aid	2,810	N	A \$150 Uniform and \$100 Shoe Allowance, per Nursing union contract. Aides and part time Nursing staff receive reimbursement on a pro rated basis.
Fringe Benefits Total		1,020,216		
53 Professional/Technical				
53102.00000	Electricity	1,000,000	PB	Increase. Reflects cost of electricity related to all 5 Public Schools. Increase is due to actual expenses, additional use of buildings, payments to CCM Services. Eversource has been approved for an <u>annual</u> 6.79% rate hike from the Public Utilities Authority that took effect in May 2018.
53106.00000	Fuel	7,500	PB	No change. Cost of diesel fuel for 2,000 gallon generator at Berlin High School.
53219.00000	Operating Materials	198,000	PB	Increase. Departmental supplies including electrical, plumbing, heating, and air conditioning parts, carpentry supplies, doors, hardware, locks, paint supplies, IAQ filters, telephones, and various miscellaneous repair parts for maintaining and servicing every day requests at all school buildings. Material costs have increased anywhere from 8% to 15 % annually in the past 5 years. This funding is required to compensate for building renovations and code requirements as well as bringing old antiquated mechanicals, electrical and plumbing up to date.
53730.00000	Insurance	47,912	Ed	School portion of General Liability Insurance.
53810.00000	Background Checks	300	N	Berlin VNA - New employee background checks.
53813.00000	Computer Support	13,064	PB/N	Facilities Dept. Cost of annual software upgrades and license fees for computerized maintenance management system. Licensing for web based maintenance management system (Facility Dude) Cost split between accounts 38 Public Buildings and 61- School Expenses. Facilities portion \$11,500. The Nursing SNAP fee (School Nurse Software) \$3560.00 for Annual Support & Maintenance for 10 users includes a 4% increase suggested by vendor. This allows for a full complement of school health room staff to work at same time in all schools.
53814.00000	Contractual Services	525,000	PB	Decrease. Purchase of outside contractors to perform work and specialized services that are beyond the scope or capability of department personnel. These services include security administration, specialized door and door hardware, boiler cleaning and treatment, back flow testing, telephone service, chiller service, coil cleaning, calibrations, controls, septic and drain system pumping, bulb and computer recycling, emergency generator service, elevator service, fire alarm, pest control, fire suppression, humidifier service, sprinkler service, fire extinguishers, pressure vessel inspections, additional Berlin High School service contracts, Solar Panel maintenance and voice mail contracts, as well as mandatory inspections required by the State of Connecticut.

TOWN OF BERLIN**FY 2021/22**Dept No.
Dept Name**3561**
School ExpensesBudget Input
1-Dec-20

Acct.	Account Description	21/22 Budget		Supporting Description of Activity
53823.00000	Refuse Disposal	61,730	PW	Increase of 5% over the prior year. Cost of refuse disposal related to public schools.
53840.00000	School Security Guards	358,921	Ed	Funding is for a Security Director and 5 Security Officers (one for each school), including overtime. The budget line also includes supplies, uniforms, equipment and other professional services. - \$ 69,854 (Security Director) - \$277,390 (5 Security Officers) - \$ 2,835 (Other professional services) - \$ 2,200 (Contracted services) - \$ 650 (Supplies) - \$ 2,734 (Uniforms) - \$ 3,258 (Equipment)
53916.00000	Professional Development	319	N	Increase. This includes registration for the School Nurse Supervisor's Meetings each Fall and Spring, and subscription to School Health Alert published monthly.
53920.00000	Professional Services	21,499	Ed	Reflects cost of annual audit by PKF O'Connor Davies.
53943.00000	Mileage	0	N	No change. This amount reflects travel for the RN at Berlin High School and the Health Room Aide performing audiometric screening for all required schools. Reflects current IRS mileage allowance of 58 cents per mile.
53944.00000	Organizational Fees	955	N	No change. Connecticut Association For School Health - Current Updates in School Health. Per the current CHCA contract, includes \$880.00 for annual license fees for school nurses.
53945.00000	Training	1,364	N	Pursuant to the Connecticut State Board of Education, Section 10-212-5, "Continuing Qualifications as a School Nurse: each nurse must participate in "at least 10 hours of professional development programs in each two-year period". This equates to 5 hours per nurse per year. The names and locations of seminars are not available this far in advance. Every school nurse and health room assistant is CPR certified and attends the required Blood Borne Pathogen in-service. In addition the Health Room Aides are First Aide certified every three years. There is a need to provide updates procedure manuals and reference materials in the health rooms.
53946.00000	Vandalism	1,000	PB	No Change. Expenses for vandalism that occurs to school buildings and may include broken glass for windows and doors, damaged plumbing fixtures, graffiti to inside and outside of buildings, broken exit signs, water fountains, and ceiling tiles.
Professional/Tech Total		2,237,564		
54 Capital Outlays				
54000.00347	Fire Alarm Upgrade - Willard	150,000	PB	Upgrade the fire alarm system at illbard. Parts are no longer available.
54000.01729	Capital Equipment (Vans)	110,000	Ed	School vans
54000.01731	Site & Building (ADA upgrades-districtwide)	50,000	Ed	ADA upgrades-district wide
Capital Outlays Total		310,000		
School Expense Total		\$4,820,622		

GENERAL FUND BUDGET FY2021/22**EXPENSE**

		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
4063 - Principal Payment - Town							
59 Principal & Interest							
59500.02001	CBRA	64,852	16,763	16,763	0	0	
59500.02027	Issue of 2011	680,566	687,500	687,500	0	0	
59500.02030	Issue of 2013	170,000	170,000	170,000	170,000	170,000	
59500.02035	Issue of 2014	135,000	135,000	135,000	135,000	135,000	
59500.02038	Issue of 2015	40,000	40,000	40,000	40,000	40,000	
59500.02039	Issue of 2016	345,000	345,000	345,000	345,000	345,000	
59500.02042	June 2016 Refunding	261,000	310,000	310,000	880,000	880,000	
59500.02043	Issue of May 2017	400,000	400,000	400,000	400,000	400,000	
59500.02049	Issue of June 2019	700,000	700,000	700,000	700,000	700,000	
59500.02052	Issue of June 2020	0	495,000	495,000	420,000	420,000	
	Issue of June 2021	0	0	0	0	0	
Principal & Interest Total		2,796,418	3,299,263	3,299,263	3,090,000	3,090,000	0
Principal-Town Total		2,796,418	3,299,263	3,299,263	3,090,000	3,090,000	0

TOWN OF BERLIN

Dept No. 4063
 Dept Name Principal Payments

FY 2021/22

Budget Input
 1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
50 Principal & Interest			
59500.02001	CBRA	0	Connecticut Brownfields Recovery Authority for Stop & Shop site clean up costs. Payments will continue through the fiscal year 2021. CBRA issued bonds and the Town makes annual payments.
59500.02027	Issue of 2011	0	Represents principal payments for Sherwood Falls project, Road Improvements and Pistol Creek acquisition. <i>Sherwood Falls proceeds were reallocated to the School Security Vestibules project in fiscal year 2018.</i>
59500.02030	Issue of 2013	170,000	Represents principal payments on acquisition of land for police dept relocation and fire fighting vehicles.
59500.02035	Issue of 2014	135,000	Represents principal payments on road improvements, phase 2.
59500.02038	Issue of 2015	40,000	Represents principal payment on acquisition of Chotkowski property.
59500.02038	Issue of 2016	345,000	Represents principal payment on fire vehicles and roads.
59500.02042	Issue of 2016 Refunding	880,000	Represents refunding of 2009 bonds for Fire fighting and rescue equipment, animal shelter, road improvement, open space and technology programs.
59500.02043	Issue of May 2017	400,000	Represents principal payment on police radios, SCBA equipment, roads & bridges.
59500.02049	Issue of June 2019	700,000	Represents principal payment on Ralilroad Pond Dam repairs, Roads, Scalise Field turf replacement, Burnham Street Bridge replacement & replacement of Fire Radio System
59500.02050	Issue of June 2020	420,000	Represents principal payment for Spruce Brook Bridge and a new Fire Vehicle
	Issue of June 2021	0	
Principal & Interest Total		<u>3,090,000</u>	
Principal-Town Total		3,090,000	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
4064 - Principal Payment - Schools							
59 Principal & Interest							
59500.02027	Issue of 2011	659,434	687,500	687,500	0	0	
59500.02030	Issue of 2013	340,000	335,000	335,000	335,000	335,000	
59500.02035	Issue of 2014	870,000	870,000	870,000	870,000	870,000	
59500.02038	Issue of 2015	685,000	685,000	685,000	685,000	685,000	
59500.02039	Issue of 2016	690,000	690,000	690,000	685,000	685,000	
59500.02042	June 2016 Refunding	569,000	0	0	565,000	565,000	
59500.02043	Issue of May 2017	55,000	55,000	55,000	50,000	50,000	
	Issue of June 2021	0	0	0	0		
Principal & Interest Total		3,868,434	3,322,500	3,322,500	3,190,000	3,190,000	0
Principal-Schools Total		3,868,434	3,322,500	3,322,500	3,190,000	3,190,000	0

TOWN OF BERLIN

Dept No. 4064
Dept Name Principal - Schools

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
50 Principal & Interest			
59500.02027	Issue of 2011	0	Bonds issued in 2011 for McGee Air Quality and McGee Roof projects.
59500.02030	Issue of 2013	335,000	Bonds issued in 2013 for Willard School roof and BHS renovations.
59500.02035	Issue of 2014	870,000	Bonds issued in 2014 for BHS renovations.
59500.02038	Issue of 2015	685,000	Bonds issued in 2015 for BHS renovations.
59500.02038	Issue of 2016	685,000	Bonds issued for Griswold school rood and final installment for BHS renovations.
59500.02038	Issue of 2016 (Refunding)	565,000	Bonds issued for BHS Roof, Boiler projects, BHS track resurfacing, school technology projects and portable classrooms.
59500.02042	June 2016 Refunding	50,000	Bonds issued for Hubbard schoool roof.
	Issue of June 2021	0	
Principal & Interest Total		3,190,000	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
4065 - Interest Payments - Town							
59 Principal & Interest							
59500.02001	CBRA	4,489	922	922	0	0	
59500.02027	Issue of 2011	68,945	34,375	34,375	0	0	
59500.02030	Issue of 2013	59,071	56,696	56,696	51,394	51,394	
59500.02035	Issue of 2014	68,803	60,053	60,053	53,521	53,521	
59500.02038	Issue of 2015	19,355	17,699	17,699	16,104	16,104	
59500.02039	Issue of 2016	141,977	85,736	85,736	77,788	77,788	
59500.02042	June 2016 Refunding	91,224	267,300	267,300	90,558	90,558	
59500.02043	Issue of May 2017	87,248	66,764	66,764	8,358	8,358	
59500.02049	Issue of June 2019	197,236	185,000	185,000	157,000	157,000	
59500.02050	Issue of June 2019 BANs	7,228	0	0	0	0	
59500.02052	Issue of June 2020	0	213,800	213,800	174,300	174,300	
	Issue of June 2021	0	0	0	0	0	
	Issue of September 2021 BANs	0	0	0	0	0	
		745,576	988,345	988,345	629,023	629,023	0
Interest - Town Total		745,576	988,345	988,345	629,023	629,023	0

TOWN OF BERLIN

Dept No. 4065
Dept Name Interest - Town

FY 2021/22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
59 Principal & Interest			
59500.02001	CBRA	0	Connecticut Brownfields Recovery Authority for Stop & Shop siteclean up costs. Payments will continue through the year 2020. CBRA issued bonds and the Town makes annual payments. This is based on an amortization schedule and principal and interest are budgeted separately (the total is the same year to year).
59500.02027	Issue of 2011	0	General Obligation Bond Issue of June 2011. Financing for various projects including McGee School Air Quality and Roof, Roads, and Pistol Creek. Payment allocated between Town and Schools based on principal. Interest is lower than original issuance because of 2016 refunding bonds.
59500.02030	Issue of 2013	51,394	Represents initial financing for Police Station Construction as well as full financing for fire vehicles. This represents the town portion of the interest which is allocated based on the total amount financed.
59500.02035	Issue of 2014	53,521	Represents financing of 2nd installment of road bonds.
59500.02038	Issue of 2015	16,104	Represents financing of open space project.
59500.02039	Issue of 2016	77,788	Represents interest on 5/19/16 projected bonding for fire vehicles and Roads.
59500.02042	June 2016 Refunding	90,558	Interest on June 2016 refunding (of 2009 bond) for fire fighting and rescue equipment, animal control facility, road improvements, open space and technology programs.
59500.02043	Issue of May 2017	8,358	Interest on bond for SCBA equipment for the fire dept., bridge rehabilitation and road improvement.
		157,000	Interest on bond for Roads, Railroad Pond Dam, Burnham Street Bridge, Scalise Field renovations & Fire Radio
59500.02049	Issue of June 2019	174,300	Interest on bond for Spruce Brook Bridge and a new Fire Vehicle
59500.02052	Issue of June 2020		
	Issue of June 2021	0	
	Issue of September 2021 BAI	0	
Principal & Interest Total		629,023	
Int Town Total		629,023	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
4066 - Interest Payments - Schools							
59 Principal & Interest							
59500.02027	Issue of 2011	66,805	34,375	34,375	0	0	
59500.02030	Issue of 2013	118,142	105,293	105,293	95,445	95,445	
59500.02035	Issue of 2014	443,391	401,892	401,892	358,174	358,174	
59500.02038	Issue of 2015	331,439	304,096	304,096	276,691	276,691	
59500.02039	Issue of 2016	283,954	303,972	303,972	275,794	275,794	
59500.02042	June 2016 Refunding	198,876	0	0	141,642	141,642	
59500.02043	Issue of May 2017	11,996	18,831	18,831	67,624	67,624	
59500.02050	Issue of June 2019 BANs	3,789	0	0	0	0	
	Issue of June 2021	0	0	0	0	0	
	Issue of September 2021 BANs	0	0	0	0	0	
Principal & Interest Total		1,458,392	1,168,459	1,168,459	1,215,370	1,215,370	0
Interest - Schools Total		1,458,392	1,168,459	1,168,459	1,215,370	1,215,370	0

TOWN OF BERLIN

Dept No. 4066
Dept Name Interest - Schools

FY 2021-22

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
50 Principal & Interest			
59500.02027	Issue of 2011	0	General obligation bond issue 6/1/11 to permanently finance McGee Air Quality, Sherwood Remediation (all 4 installments), Pistol Creek and Road Improvements and McGee Roof; interest is allocated to schools for McGee Air Quality and McGee Roof based on principal. Interest is lower than original issue because of 2016 refunding bonds.
59500.02030	Issue of 2013	95,445	Bonds issued in 2013 for High school renovations (\$5 million) and Willard School Roof projects..
59500.02035	Issue of 2014	358,174	Bonds issued 5/23/14 for BHS Renovation (\$16.5 million).
59500.02038	Issue of 2015	276,691	Bonds issued 5/21/15 for next installment of BHS Renovation (\$13 million).
59500.02039	Issue of 2016	275,794	Bonds projected for 5/19/16 for final BHS installment (\$16 million) and Hubbard Roof (\$650K).
59500.02042	June 2016 Refunding	141,642	Interest on June 2016 refunding bond (of 2009 bond) for BHS roof, boiler, BHS track resurface, school technology and portable classrooms.
59500.02043	Issue of May 2017	67,624	Interest on proposed bonds for Hubbard roof.
59500.02050	Issue of June 2019 BANs	0	Interest on 6/19 notes
	Issue of June 2021	0	
	Issue of September 2021 BANs	0	
Principal & Interest Total		1,215,370	
Int Sch. Total		1,215,370	

GENERAL FUND BUDGET FY2021/22**EXPENSE**

EXPENSE		2020	2021		2022		
Account	Description	Actual Expense	Adopted Budget	Amended Budget	Dept Head Requested	Town Mgr Approved	Bd. of Fin. Approved
4567 - Transfers - Town							
59 Transfers							
59622.00000	Trans.- Other Funds	65,000	65,000	65,000	65,000	65,000	
59622.00000	Trans.- Energy & Streetlight Lease Fund	719,500	719,500	719,500	719,500	719,500	
59622.00000	Trans. - Economic Development (Farm Ave)	235,000	0	0	0	0	
59622.00000	Trans. - Close Train Station Redevelopment Fd	32,795	0	0	0	0	
59622.00000	Trans. - Debt Service (BAN payoff)	487,000	0	0	0	0	
59622.00000	Trans. - Business Continuity	50,000	50,000	50,000	50,000	50,000	
59622.00000	Trans. - School Security Fund	539,000	0	0	0	0	
59622.00000	Trans. - Plan of Conser. & Dev.	0	25,000	25,000	25,000	25,000	
59622.00000	Trans. - Police Construction Fund	34,684	0	0	0	0	
59624.00000	Transfer to Revaluation Fund	0	72,500	72,500	72,500	72,500	
Transfers Total		2,162,979	932,000	932,000	932,000	932,000	0
Transfers - Town Total		2,162,979	932,000	932,000	932,000	932,000	0

TOWN OF BERLIN

FY 2021/22

Dept No. 4567
Dept Name Transfers, Town

Budget Input
1-Dec-20

Acct.	Account Description	21/22 Budget	Supporting Description of Activity
60 Transfers			
59622.00000	Transfers - Other Funds	65,000	<p>This represents three items:</p> <p>(1) a transfer of \$45,000 to the pension fund to fund necessary operating expenses, such as actuarial review.</p> <p>(2) a transfer of \$15,000 to the health insurance fund to cover administrative costs for FSA/DCA.</p> <p>(3) a transfer of \$5,000 to the general insurance fund to cover repairs to vehicles not covered by insurance (i.e. the deductible portion).</p>
59622.00000	BofA capital lease for NORESKO/TANKO energy savings program	719,500	<p>The program was intended to save money for the town over the life of the capital lease. Since the payments are due to BofA in December and June, this transfer ensures that the capital project fund has adequate resources to make both payments. Over the life of the lease, savings should be realized in the electricity accounts of Public Works (street lights), Public Buildings and School Expenses.</p>
59622.00000	Trans. - Economic Development (Farm Ave)	0	Town funding was completed in FY20. Nothing is requested for FY22.
59622.00000	Trans. - Close Train Station Redevelopment Fd	0	Town funding was completed in FY20. Nothing is requested for FY22.
59622.00000	Trans. - Debt Service (BAN payoff)	0	Town funding was completed in FY20. Nothing is requested for FY22.
59622.00000	Trans. - Business Continuity	50,000	<p>The Town's business continuity committee along with Blum Shapiro (outside consultants hired to help the Town prepare an active business continuity plan) have identified several projects/purchases that need to be completed to fully implement a credible business continuity plan. The items include (but are not limited to):</p> <ul style="list-style-type: none"> - alternative site (identification & readiness efforts) or remote working - hardware (switches, laptops, software licenses for alternative desktops, migration to the Cloud) - backup sources of technology (second internet connection, "bags" for department-specific critical items)
59622.00000	Trans. - School Security Fund	0	This amount is intended to supplement previous grant awards so the Board of Education and Facilities are able to maintain and add to the existing school security infrastructure annually.
59622.00000	Trans. - Plan of Conser. & Dev.	25,000	<p>Per CGS, the Town is required to publish a Plan of Conservation and Development every 10 years. The last report published by the Town of Berlin was in 2013. This transfer is intended to fund the cost of this requirement over more than one year to avoid requiring a single, large expenditure in any one fiscal year.</p>

59622.00000	Trans. - Police Construction Fund	0	Town funding was completed in Fy20. Nothing is requested for FY22.
59624.00000	Transfer to Revaluation Fund	72,500	State statutes require each municipality to revalue property assessments every 5 years and perform a property inspection every 10 years. The Town of Berlin has insourced a good amount of this work, but there is a cost for external services and internal stipends to complete this work. The amount requested is an annual transfer to the Revaluation Fund to ensure that at the 5 and 10-year intervals, sufficient money is available. Funding over time avoids requesting a large budget amount every 5 years.
Transfers Total		932,000	
Trans Town Total		932,000	