

BOLTON BUDGET WORKSHOP

FIRE MARSHAL

NO. 22

| Code 4219 | FIRE MARSHAL | Adopted Expenditures 2022-2023 | Unaudited Actual Expenditures 2023-2023 | Approp. for this year 2023-2024 | Request for 2024-2025 | Proposed by Selectmen 2024-2025 |
|-----------|-----------------------------------|--------------------------------|---|---------------------------------|-----------------------|---------------------------------|
| | | | | | | |
| 51610 | Payroll | 24,000 | 15,364 | 25,000 | 25,000 | |
| 53200 | Professional Educational Training | 1,000 | 330 | 1,000 | 700 | |
| 53300 | Other Prof./Tech. Services | 2,500 | 0 | 2,500 | 0 | |
| 56010 | Supplies | 2,800 | 2,400 | 2,000 | 2,500 | |
| 57300 | Equipment | 1,200 | 2,020 | 1,000 | 1,200 | |
| 58100 | Dues & Fees | 500 | 430 | 500 | 500 | |
| | Total | 32,000 | 20,544 | 32,000 | 29,900 | 0 |

Any Change (+/-) in a category please explain.

By: Jim Rupert

| Line Item | Explanation/Description |
|---|---|
| 51610=Payroll | PTE=2, Fire Marshal and Deputy Fire Marshal |
| 53200=Professional Educational Training | Required by statute, 30 hours of training |
| 53300=Other Prof./Tech. Services | Nothing requested for this line item |
| 56010=Supplies | Fire prevention activities and other event supplies |
| 57300=Equipment | Personal protective equipment and office supplies |
| 58100=Dues & Fees | Fees to organizations that we are a part of |

BOLTON BUDGET WORKSHOP

RECREATION

No. 31

| Code 4503 | RECREATION | | Unaudited | | | |
|------------------|-------------------------------|--------------------------------|-------------------------------|---------------------------------|-----------------------|---------------------------------|
| Accounting Codes | Category | Adopted Expenditures 2022-2023 | Actual Expenditures 2022-2023 | Approp. for this year 2023-2024 | Request for 2024-2025 | Proposed by Selectmen 2024-2025 |
| 55900 | Intergency Purchased Services | 0 | 0 | 11,144 | 4,156 | |
| | Total | 0 | 0 | 11,144 | 4,156 | 0 |

Any Change (+/-) in a category please explain.

By: Stephanie Crane

Signature(s):

Bolton Recreation Department Budget Summary 2024 - 2025 -

| Category | Expenditure | Revenue | Difference |
|------------------------------|-----------------|---------------|----------------|
| Payroll | \$ (55,672.48) | \$ - | \$ (55,672.48) |
| Other Payroll | \$ (81,465.23) | \$ - | \$ (81,465.23) |
| Herrick Park Summer Camp | \$ (19,200.00) | \$ 92,600.00 | \$ 73,400.00 |
| Other Summer Camps | \$ (3,750.00) | \$ 8,250.00 | \$ 4,500.00 |
| Youth Basketball | \$ (10,150.00) | \$ 20,700.00 | \$ 10,550.00 |
| Afterschool Programs | \$ (150.00) | \$ 3,025.00 | \$ 2,875.00 |
| School Recess | \$ (1,000.00) | \$ 3,430.00 | \$ 2,430.00 |
| Bus Trips | \$ (2,500.00) | \$ 3,250.00 | \$ 750.00 |
| Adult Programs | \$ (250.00) | \$ 2,772.00 | \$ 2,522.00 |
| Indian Notch Park | \$ (4,200.00) | \$ 36,775.00 | \$ 32,575.00 |
| Community Events | \$ (5,400.00) | \$ 8,300.00 | \$ 2,900.00 |
| Miscellaneous Youth Programs | \$ (1,170.00) | \$ 3,100.00 | \$ 1,930.00 |
| Professional Training | \$ (950.00) | \$ - | \$ (950.00) |
| Office Operations | \$ (500.00) | \$ - | \$ (500.00) |
| Request Town Support | \$ - | \$ 4,156.00 | |
| Total | \$ (186,357.71) | \$ 186,358.00 | \$ 0.29 |

Decision Package # out of # .
#1 being the first one to take (least impact)

Department: Recreation

Explain proposed reduction (programs or services reduced or eliminated and its effect on hours, etc.):

The only portion of the Recreation Budget that can be cut is the portion that the town supports. Due to salary increases, staff pay increases, and the cost of supplies increasing over the years, the revenue for the department does not cover the expenses and needs town support to break even. The minimum wage continues to increase yearly, and this has added an additional 10,000 to the Rec budget for the Other Payroll line item, from the year previous.

Explain why this particular item was selected:

This line item is the only portion of my budget that can be dropped, as the rest is fully funded by the department's program revenue.

Quantify categories that are reduced:

| Expenditure Category | Reduction Amount | Staffing Impact | Remarks |
|----------------------------------|-------------------------|---|---|
| Payroll | \$4,156 | Without this money, the recreation department will be in a deficit and staff pay and director salary will have to be funded by dipping into the savings account | If the department continues to be in a deficit, and dip into the savings account each year, it will eventually use up all of the money in the account. This will result in cuts to the department's services. |
| Professional/ Technical Services | | | |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | | | |
| Other Supplies | | | |
| Equipment | | | |
| Other (specify line item) | | | |
| Total | | | |

Summary:

Without this portion of the budget, the department will be running in the red and losing money yearly. The surpluses from our bigger programs are not enough to sustain the staff that the department employs without this funding. While I am working on adding additional programming this year to increase our revenue, this won't be an immediate fix!

BOLTON BUDGET WORKSHOP

ELECTIONS

NO. 17

| Code 4197 | ELECTIONS | Adopted | | Unaudited | | Request for | Proposed |
|------------------|-----------------------------------|---------------|---------------|---------------------|----------------|-------------|-----------|
| | | Expenditures | Expenditures | Actual Expenditures | Expenditures | | |
| Accounting Codes | Category | 2022-2023 | 2023-2024 | 2022-2023 | 2023-2024 | 2024-2025 | 2024-2025 |
| 51610 | Payroll | 49,828 | 51,625 | 38,307 | 114,531 | | |
| 53200 | Professional Educational Training | 2,940 | 3,800 | 2,966 | 11,820 | | |
| 53520 | Other Contracts | 1,500 | 1,000 | 750 | 2,000 | | |
| 55400 | Advertising | 800 | 800 | 0 | 800 | | |
| 56120 | Office Operation Expenditures | 10,300 | 10,300 | 16,360 | 17,550 | | |
| 58100 | Dues & Fees | 245 | 305 | 205 | 305 | | |
| | Total | 65,613 | 67,830 | 58,588 | 147,006 | | 0 |

Any Change (+/-) in a category please explain.

By: Sandra Pierog & Bernice Dixon

Decision Package # 1 out of # 4 .
#1 being the most important to fund

Department: ELECTIONS

Subject: Payroll # 51610

Explain proposed addition here (programs or services added and their effect on hours, etc.):

See attached for Explanation for Staffing Impact and Comments.

| Budget Category | Addition Amount | Staffing Impact | Comments |
|--------------------------------------|------------------------|------------------------|-----------------|
| Payroll | 62,906 | | |
| Professional/ Technical Services | | | |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | | | |
| Other Supplies | | | |
| Equipment | | | |
| Other (specify line item) | | | |
| Total | \$ 62,906 | | |

Decision Package # 1 out of # 4 .
#1 being the most important to fund

Department: ELECTIONS

Subject: Payroll # 51610

Explain proposed addition here (programs or services added and their effect on hours, etc.):

Early voting mandated by state statute adopted by CT legislature in 2023, effective beginning with Presidential preference primary in April 2024. We have no control over hours, days or ballot costs.

Explain why this particular item was selected: * Mandated by state statute. *

1. \$ 29,699 Early Voting Staffing Impact: Additional 1,170 hours anticipated.
See early voting attachment

Comments: Preliminary guidance on required staffing level (5) received from Secretary of State's office on Dec 20, 2023. Final guidance not expected until Feb/March 2024

** Early voting for federal and state elections and primaries is mandated by statute and must be funded. We are anticipating a grant of \$10,500 prior to the end of this current fiscal year, to help offset costs. We anticipate the cost of the presidential preference primary early voting to be held in March 2024 to be approximately \$5,400. The grant of \$10,500 will likely cover about 1/3 of the total 2024 calendar year costs. No early voting for municipal elections or referendums is required.

2. \$ 844 Increase in Wage Classifications Registrars are requesting the addition of a staff category "data clerk" and pay scales for Deputy registrars, assistant registrars, moderators and data entry clerk to be equal and greater than "election worker". This reflects the increase in duties and responsibilities of each of the positions over the past few years. State election laws have mandated training and skills for each of the noted positions that are beyond those of an election worker. The data entry clerk does not interface with voters, works only after the polls have closed under the director of the Registrars and is essential to entering results of the election to the Secretary of State's office. These results must be posted into software and submitted to the SOTS before midnight on election day. After a 16 plus hour day, election workers have difficulty fulfilling this role timely.

Explain why this particular item was selected: Difficult to get workers to take on these responsibilities required by state statute for close to minimum wage.

Summary: Increasing wage rates will provide compensation for increased duties. Adding the classification of Data entry clerk will define the position to eliminate questions on staffing of position, .

3. \$ 32,363 Additional district / wage increases Wages: Increase of 3% for all positions. Early voting requires weekend work, including Saturday and Sunday. Budgeted for 4 budget referendums, 4 state primaries (one per party per district) double staffing for presidential election and state primaries. Increase in training hours for registrars, deputy registrars, moderators and data entry clerk due to new election management software implementation, new tabulator training and mandated registrar certifications. This required training represents 336 hours that should not re-occur annually.

Explain why this particular item was selected: Required by state statute.

Summary: Staffing levels, registrar educational hours and staff training are all mandated by state statute.

| | |
|--|-----------------|
| # 1 Early voting | \$29,699 |
| # 2 Increase in wage classifications | \$ 844 |
| # 3 Additional district/wage increases | <u>\$32,363</u> |
| Total wage increases acct 51610 | \$62,906 |

Decision Package # 2 out of # 4
#1 being the most important to fund

Department: Elections

Subject: Professional education/training # 53200

Explain proposed addition here (programs or services added and their effect on hours, etc.):
 Registrars are required by state statute to achieve certification within 2 years of appointment. During the FY 23-24, the state revised the certification program and closed down the availability of educational process for 6 months. The prior program was paid for in increments as completed, the new program requires upfront payment of full tuition. Registrars must also attend 2 conferences per year (total 5 days). Conference fees are expected to increase \$50 per day.

Explain why this particular item was selected: Neither Registrar has completed the certification process and must complete by the end of 2024. Deputy registrars benefit from attendance at conferences. Conferences are held in Bristol and Southbury CT from 8 AM to 5 PM, making commuting for 2 or 3 days difficult.

Quantify categories that are added/funded:

| Budget Category | Addition Amount | Staffing Impact | Comments |
|---------------------------------|------------------------|------------------------|--|
| Payroll | | | |
| Professional Education Training | \$8,020 | | See education details provided on separate sheet |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | | | |
| Other Supplies | | | |
| Equipment | | | |
| Other (specify line item) | | | |
| Total | \$8,020 | | |

Summary: Registrar training requirements are mandated by state statute.

Decision Package # 3 out of # 4
#1 being the most important to fund

Department: Elections

Subject: Other Contracts # 53520

Explain proposed addition here (programs or services added and their effect on hours, etc.):
 With the addition of a second district, we now have 6 tabulators, 2 for each district and 1 spare per district. The tabulators are old and require regular maintenance. We are required to have one disabled voter assistance unit at each polling location (IVS) which also require maintenance. Maintenance contract costs increased by \$50 per unit this year. We expect new tabulators in the next year or so, and do not know what costs will be associated with the maintenance of that equipment. Tabulators and IVS equipment are owned by the State of CT and maintained by the resident towns.

Explain why this particular item was selected: Maintenance and use required by state statute.

Quantify categories that are added/funded:

| Budget Category | Addition Amount | Staffing Impact | Comments |
|--------------------------------|------------------------|------------------------|--------------------------------|
| Payroll | | | |
| Other Contracts | \$1,000 | none | Election equipment maintenance |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | | | |
| Other Supplies | | | |
| Equipment | | | |
| Other (specify line item) | | | |
| Total | \$1,000 | | |

Summary: Increase in number of districts, increase number of machines in use (doubled), contract cost increases.

Decision Package # 4 out of # 4 .
#1 being the most important to fund

Department: ELECTIONS

Subject: Office Operation Expenditures # 56120

Explain proposed addition here (programs or services added and their effect on hours, etc.):

| Budget Category | Addition Amount | Staffing Impact | Comments |
|--------------------------------------|------------------------|-----------------|--|
| Payroll | | | |
| Professional/ Technical Services | | | |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | \$5,050 \$2,200 | | Ballots and envelopes for early voting, state primary and presidential election. (2) Voting Booths |
| Other Supplies | | | |
| Equipment | | | |
| Other (specify line item) | | | |
| Total | \$ 7,250 | | |

Summary: Early voting for federal and state elections and primaries is mandated by statute and must be funded. No early voting for municipal elections or referendums is required.

Department: ELECTIONS

Subject: Office Operation Expenditures # 56120

Explain proposed addition here (programs or services added and their effect on hours, etc.):

| Budget Category | Addition Amount | Staffing Impact | Comments |
|--------------------------------------|-----------------|-----------------|---|
| Payroll | | | Unemployment Ins. Town Budget |
| Professional/ Technical Services | Unknown | 256 ± hours | IT Support for hours of Early Voting & all Elections & Referenda |
| Repairs & Maintenance Supplies | | | |
| Office Operating Expenses | | | Early Voting, state primary and presidential election. |
| Other Supplies | 1,000 700 | | Toner for new printer Security Envelopes, Seals, Boxes |
| Equipment | 600. 2,200 | | Laptop for 2nd polling place & Four station Voting Booths |
| Other (specify line item) | | | |
| Total | 4,500 | | |

Summary: Early voting for federal and state elections and primaries is mandated by statute and must be funded. No early voting for municipal elections or referendums is required.

BOLTON BUDGET WORKSHOP

FINANCE DEPARTMENT

NO. 3

| Code 4117 | FINANCE DEPARTMENT | Category | Adopted Expenditures | | Unaudited Actual Expenditures | | Approp. for this year | Request for | Proposed by Selectmen |
|-----------|--------------------|-----------------------------------|----------------------|----------------|-------------------------------|----------------|-----------------------|-------------|-----------------------|
| | | | 2022-2023 | 2023-2024 | 2022-2023 | 2023-2024 | | | |
| 51610 | | Payroll | 233,076 | 235,338 | 223,741 | 237,324 | | | |
| 53200 | | Professional Educational Training | 0 | 500 | 325 | 500 | | | |
| 53300 | | Professional/Tech Services | 2,700 | 2,700 | 1,247 | 2,500 | | | |
| 56120 | | Office Operating Expenditures | 1,500 | 1,500 | 938 | 1,500 | | | |
| 58100 | | Dues & Fees | 270 | 270 | 225 | 250 | | | |
| | | | | | | | | | |
| | | Totals | 237,546 | 240,308 | 226,476 | 242,074 | | | 0 |

Any Change (+/-) in a category please explain.

By: Jill Collins