

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10111 BUILDING MAINTENANCE

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51140	FACILITIES COORDINATOR	72,112	76,500			73,708	(2,792)	-3.65%
51810	OVERTIME	0				0	0	0.00%
51910	FRINGE BENEFITS	63	75			75	0	0.00%
51920	F.I.C.A	5,390	5,858			5,639	(219)	-3.74%
	SUBTOTAL	77,565	82,433	0	0	79,422	(3,011)	-3.65%
SERVICES								
52010	ADVERTISING	1,020				0	0	#DIV/0!
52040	SERVICE CONT. & REPAIRS	160,082	185,178	46,392		243,570	58,392	31.53%
52090	FUEL OIL/NATURAL GAS	115,505	130,000			130,000	0	0.00%
52100	ELECTRICITY	366,452	398,278			398,278	0	0.00%
52110	WATER	18,424	15,725			15,725	0	0.00%
52120	SEWER	24,023	21,775			21,775	0	0.00%
	SUBTOTAL	685,506	750,956	46,392	0	809,348	58,392	7.78%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	7,753	4,000			6,000	2,000	50.00%
	SUBTOTAL	7,753	4,000	0	0	6,000	2,000	50.00%
IMPROVEMENTS								
55030	BUILDING IMPROVEMENTS	11,175	5,000			5,000	0	0.00%
	SUBTOTAL	11,175	5,000	0	0	5,000	0	0.00%
DEPARTMENT TOTAL		781,999	842,389	46,392	0	899,770	57,381	6.81%

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

To: Robert Brule, First Selectman
From: Gary J. Schneider, Director of Public Works
Date: December 13, 2022
Re: Building Maintenance Budget FY24

Attached please find the Building Maintenance proposed FY 24 Budget. The main driver of the increase is in the following area:

- Custodial Services at the Community Center. In the previous budget, that service was funded by Recreation and Parks; and the Senior Center. This year, Building Maintenance must fund it all, an increase of \$46,392

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY:

10111

BUILDING MAINTENANCE

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	2023/2024 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS										
51140	FACILITIES COORDINATOR	72,112	76,500			73,708			(2,792)	-3.65%
51810	OVERTIME	0							0	0.00%
51910	FRINGE BENEFITS	63	75			75			0	0.00%
51920	F.I.C.A	5,390	5,858			5,639			(219)	-3.74%
	SUBTOTAL	77,565	82,433	0	0	79,422	0	0	(3,011)	-3.65%
SERVICES										
52010	ADVERTISING	1,020							0	#DIV/0!
52040	SERVICE CONT. & REPAIRS	160,082	185,178	46,352		243,570			58,392	31.53%
52090	FUEL OIL/NATURAL GAS	115,505	130,000			130,000			0	0.00%
52100	ELECTRICITY	366,452	398,278			398,278			0	0.00%
52110	WATER	18,424	15,725			15,725			0	0.00%
52120	SEWER	24,023	21,775			21,775			0	0.00%
	SUBTOTAL	685,506	750,956	46,352	0	809,348	0	0	58,392	7.78%
MATERIALS & SUPPLIES										
53020	OTHER SUPPLIES	7,753	4,000			6,000			2,000	50.00%
	SUBTOTAL	7,753	4,000	0	0	6,000	0	0	2,000	50.00%
IMPROVEMENTS										
55030	BUILDING IMPROVEMENTS	11,175	5,000			5,000			0	0.00%
	SUBTOTAL	11,175	5,000	0	0	5,000	0	0	0	0.00%
DEPARTMENT TOTAL		781,999	842,389	46,352	0	899,770	0	0	57,381	6.81%

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2023-2024 FISCAL YEAR**

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Building Maintenance

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Waterford Board of Education	71,671	63,937	67,795	73,218	5,423
Shared Use of Town Hall					0
					0
					0
					0
					0
TOTALS	71,671	63,937	67,795	73,218	5,423

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance**



Building Maintenance Budget

Fiscal Year 2024

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance



Opening Statement

With emphasis on public and employee safety, excellent customer service and efficiency, this Department provides maintenance, repairs, after-hour emergency support, building automation, utility management and custodial services to our buildings and structures allowing employees, residents and the general public access to clean and safe public buildings. It assists Town Departments, managing their facility matters and assisting in capital budget development, all of which ensures that the facilities are available for their programs.

BUDGET FUNCTION

Building Maintenance is more than repair what doesn't work. It is management of utilities, space utilization, renovations and replacements. It requires the understanding of how the mechanical components interaction with each other. The task is more than Building Maintenance, it is Facility Management.

The goal of Facility Management is to provide a building that is inviting, providing a sense of welcome and arrival at the entrance. It must have a community orientation. Customers must feel comfortable using the services at the facility. The space also needs to be flexible so staff can focus on their current and future missions and not be concerned about the limitations of the bricks and mortar.

The vision for this Department is to be proactive, not reactive. This will take several years due to the backlog of maintenance and repairs, lack of dedicated staff to the facilities effort and lack of historical data.

Components of a well-managed facilities program encompasses:

- Preventative Maintenance Schedules
- Repair Protocols
- Space Needs Programming
- Energy Audits
- Facility Inspections
- Alarm Testing
- Inventory Control (Asset Tracking)
- Custodial Methods
- Life Safety Systems
- Security Systems
- ADA (Barrier Free Buildings)
- Environmental Permit Compliance
- Indoor Air Quality
- Building Code Compliance
- Capital Projects (New and Renovations)

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



The following facilities are assigned to this Department:

- Town Hall
- Library
- Public Safety
- Community Center
- Youth & Family Services
- Police
- Municipal Complex (including all buildings on the property)
- Jordan Park House
- Nevins Cottage
- Eugene O'Neill Theater (assistance as needed)
- Southwest & Cohanzie Schools (abandoned properties)

The budget presented is primarily an operations (fixed costs) budget. The Department is obliged to pay utility bills (water, sewer, electricity, heating (oil and natural gas), comply with environmental permits, perform life safety inspections (sprinklers and fire alarms), manage intrusion alarms and contract for custodial services for approximately 250,000 square feet of municipal space. Funding for new construction, major replacements of equipment or renovations to the existing space are found in the Capital Improvement Program.

The Department is unable to provide a 5 year look back for this budget. Facilities expenses may have been combined with other expenses in each department's budget requests in the past. Any attempt to separate out these costs would be labor intensive and questionable to its accuracy. We will build forward that data base ensuring proper accounting in each area.

Staffing: Under the direction of the Public Works Director, a Facilities Maintenance Coordinator manages the Facilities. This is the only person assigned to this department.

Facilities uses the time from the Public Works Office Coordinator for support staff.

Facilities is responsible for the utilities (Water, sewer, heating oil, natural gas and electricity) consumed at the buildings listed previously as well as the 5 Fire Stations.

Electricity: The Finance Department has entered into a 5 year fixed price for the purchase of electricity. The rate is \$.0919/kwh. This is for generation only. Transmission rate (Eversource) will be reviewed by PURA in early 2023. Facilities is responsible for 40 accounts to include those of the Fire Stations and Police radio sites (5).

Water: We have 22 accounts that we manage. We have not budgeted any rate increases.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance**



Sewer: We have 14 accounts that we manage. We have not budgeted rate increases.

Heating Oil/Natural Gas: Currently we have 10 buildings that receive heating oil. We have 5 locations with Natural Gas.

Solid Waste/Recyclables: The Public Works Department provides the containers and collection services and disposal costs. These costs are included in the Public Works Budget.

Service Contracts: This has been a major focus for the last fiscal year. Consolidation of these contracts allows us to ensure the preventative maintenance tasks are performed at all the facilities to ensure compliance, we monitor the performance of the vendor.

Life Safety Inspections: For those buildings with sprinklers and/or fire alarms, quarterly inspections are required to keep the Town in compliance with the Fire Code. From these inspections, items are identified to be tested or components repaired.

TOWN OF WATERFORD FY2024 BUDGET REQUEST Building Maintenance



TOWN OF WATERFORD PERSONNEL WORKSHEET - 11 BUILDING MAINTENANCE 2023-2024 FISCAL YEAR

LINE 51920								
DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51140 - FACILITIES COORDINATOR								
3/15/2021	MUNICIPAL FACILITIES MANAGER	40	N/A	73,708.23	73,708.23	N/A	73,708.23	5,638.68
	TOTALS			73,708.23	73,708.23	0.00	73,708.23	5,638.68
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							75.00	0.00
TOTALS				73,708.23	73,708.23	0.00	73,783.23	5,638.68
BUDGET TOTAL W/F.I.C.A							79,421.91	

TOWN OF WATERFORD FRINGE BENEFITS WORKSHEET - 11 BUILDING MAINTENANCE 2023-2024 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING (NON- TAXABLE)	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.I.C.A)
MUNICIPAL FACILITIES MANAGER	\$ 75.0000	0	75.00	0
			0.00	0
			0.00	0
			0.00	0
			0.00	0
			0.00	0
TOTALS - FRINGE BENEFITS			75.00	0.00

non-taxable fringe

***ADDED TO FICA ON
PERSONNEL
WORKSHEET

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance**



5100 SERIES

10111-51140 – Municipal Facilities Manager	\$ 73,708
10111-51910 – Fringe Benefits	\$ 75
10111-51920 – FICA	\$ 5,639
Total	\$79,422

FY24 Request \$79,422

5200 SERIES

10111-52040 – Service Contracts and Repairs

The primary method to minimize repairs are annual service contracts. Contracts include services for HVAC maintenance, pest control, boiler and fire system inspections and generator maintenance.

Custodial services provided to Town Hall, Public Works/Utilities, Youth & Family Services, Community Center and the Public Safety Building are included in the Building Maintenance Budget. The Library and the Police Station have provided these services in their budgets. The cost of custodial services is offset by a funding agreement between the Town and Board of Education. The funding for the custodial services at Town Hall, is by a transfer from the BOE and is not included in the budget request. These funds are provided from the BOE in an annual transfer.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance**



The following are charges included in this line item:

• Pest Control	\$	10,000
• Maintenance/Repair	\$	93,000
• Fire Extinguisher Inspections	\$	1,000
• Fire Alarm Testing	\$	5,500
• Sprinkler Maintenance	\$	1,928
• Elevators (Library)	\$	750
• Generator	\$	1,000
• Custodial Services	\$	<u>130,392</u>
Total	\$	243,570

FY24 Request

\$243,570

10111-52090 Heating Oil / Natural Gas

This line item is for fuel to heat the town's facilities. The fuel is either natural gas or heating oil. Facilities that currently use natural gas are the Municipal Complex, Town Hall and the Community Center. Planned for the future is to add gas to the Police Station and Public Safety.

FY24 Request

\$130,000

10111-52100 Electricity

The Town purchases electricity through the Connecticut Conference of Municipalities (CCM) Purchasing Program. This program is designed to assist Towns in selecting the best available rates and contract terms for purchasing electricity. The kilowatt hour rate includes the CCM program participation fee. Electricity charges also include a generation fee from Constellation. The proposed budget for electricity in FY24 is based on the average paid so far in FY23 by this Department.

FY24 Request

\$398,278

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance



10111-52110 Water

Accounts are billed quarterly.

FY24 Request \$15,725

10111-52120 Sewer

50% of the sewer user fee is based on water consumption and 50% is a fixed cost related to the Meter size. The requested amount is based on historic water consumption.

FY24 Request \$21,775

5300 SERIES

10111-53020 – Other Supplies

Funds are used to pay for supplies related to building maintenance. These items include flags, batteries, first-aid kits for offices, keys, and custodial supplies.

FY24 Request \$6,000

5500 SERIES

10111-55030 – Building Improvements

This line is used to pay for repairs to Town buildings for items that are not covered in preventive maintenance contracts. These funds cover materials for work completed with BOE labor and both materials and work performed by outside contractors hired to complete specialty work. These projects are managed by Building Maintenance.

FY24 Request \$5,000

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



	Town Hall	Community Center	Public Safety	Police Department	YSB
	15 Rope Ferry	24 Rope Ferry Road	204 Boston Post Road	41 Avery Lane	200 Boston Post Road
Electricity	\$ 55,752.16	\$ 42,555.87	\$ 29,593.40	\$ 58,088.53	\$ 15,259.97
Heat/Gas	\$ 4,572.85	\$ 18,798.37	\$ 10,953.35	\$ 3,225.57	
Sewer	\$ 1,644.90	\$ 1,623.90	\$ 1,566.50	\$ 1,865.40	\$ 946.29
Water	\$ 1,343.49	\$ 2,145.93	\$ 1,311.02	\$ 1,588.79	\$ 238.16
Total	\$ 63,313.40	\$ 65,124.07	\$ 43,424.27	\$ 64,768.29	\$ 16,444.42

	Municipal Complex	Fire Services (5 firehouses)	Southwest School	Library	Misc. *
	1000 Hartford Turnpike		51 Daniels Ave	49 Rope Ferry Road	
Electricity	\$ 51,159.75	\$ 55,388.07	\$ 12,877.77	\$ 29,470.79	\$ 14,880.76
Heat/Gas	\$ 31,840.86	\$ 7,031.20		\$ 1,036.27	
Sewer	\$ 4,330.15	\$ 4,313.05	\$ 956.60	\$ 645.00	
Water	\$ 1,204.71	\$ 3,556.93	\$ 195.52	\$ 862.05	\$ 277.54
Total	\$ 88,535.47	\$ 70,289.25	\$ 14,029.89	\$ 32,014.11	\$ 15,158.30

*Radio sites, Miner Lane property, locations within the center of town.

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2023-2024 FISCAL YEAR**

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Building Maintenance

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Waterford Board of Education	71,671	63,937	67,795	73,218	5,423
Shared Use of Town Hall					0
					0
					0
					0
					0
TOTALS	71,671	63,937	67,795	73,218	5,423

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance**



Building Maintenance Budget
Fiscal Year 2024

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



Opening Statement

With emphasis on public and employee safety, excellent customer service and efficiency, this Department provides maintenance, repairs, after-hour emergency support, building automation, utility management and custodial services to our buildings and structures allowing employees, residents and the general public access to clean and safe public buildings. It assists Town Departments, managing their facility matters and assisting in capital budget development, all of which ensures that the facilities are available for their programs.

BUDGET FUNCTION

Building Maintenance is more than repair what doesn't work. It is management of utilities, space utilization, renovations and replacements. It requires the understanding of how the mechanical components interaction with each other. The task is more than Building Maintenance, it is Facility Management.

The goal of Facility Management is to provide a building that is inviting, providing a sense of welcome and arrival at the entrance. It must have a community orientation. Customers must feel comfortable using the services at the facility. The space also needs to be flexible so staff can focus on their current and future missions and not be concerned about the limitations of the bricks and mortar.

The vision for this Department is to be proactive, not reactive. This will take several years due to the backlog of maintenance and repairs, lack of dedicated staff to the facilities effort and lack of historical data.

Components of a well-managed facilities program encompasses:

- Preventative Maintenance Schedules
- Repair Protocols
- Space Needs Programming
- Energy Audits
- Facility Inspections
- Alarm Testing
- Inventory Control (Asset Tracking)
- Custodial Methods
- Life Safety Systems
- Security Systems
- ADA (Barrier Free Buildings)
- Environmental Permit Compliance
- Indoor Air Quality
- Building Code Compliance
- Capital Projects (New and Renovations)

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



The following facilities are assigned to this Department:

- Town Hall
- Library
- Public Safety
- Community Center
- Youth & Family Services
- Police
- Municipal Complex (including all buildings on the property)
- Jordan Park House
- Nevins Cottage
- Eugene O'Neill Theater (assistance as needed)
- Southwest & Cohanzie Schools (abandoned properties)

The budget presented is primarily an operations (fixed costs) budget. The Department is obliged to pay utility bills (water, sewer, electricity, heating (oil and natural gas), comply with environmental permits, perform life safety inspections (sprinklers and fire alarms), manage intrusion alarms and contract for custodial services for approximately 250,000 square feet of municipal space. Funding for new construction, major replacements of equipment or renovations to the existing space are found in the Capital Improvement Program.

The Department is unable to provide a 5 year look back for this budget. Facilities expenses may have been combined with other expenses in each department's budget requests in the past. Any attempt to separate out these costs would be labor intensive and questionable to its accuracy. We will build forward that data base ensuring proper accounting in each area.

Staffing: Under the direction of the Public Works Director, a Facilities Maintenance Coordinator manages the Facilities. This is the only person assigned to this department.

Facilities uses the time from the Public Works Office Coordinator for support staff.

Facilities is responsible for the utilities (Water, sewer, heating oil, natural gas and electricity) consumed at the buildings listed previously as well as the 5 Fire Stations.

Electricity: The Finance Department has entered into a 5 year fixed price for the purchase of electricity. The rate is \$.0919/kwh. This is for generation only. Transmission rate (Eversource) will be reviewed by PURA in early 2023. Facilities is responsible for 40 accounts to include those of the Fire Stations and Police radio sites (5).

Water: We have 22 accounts that we manage. We have not budgeted any rate increases.

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



Sewer: We have 14 accounts that we manage. We have not budgeted rate increases.

Heating Oil/Natural Gas: Currently we have 10 buildings that receive heating oil. We have 5 locations with Natural Gas.

Solid Waste/Recyclables: The Public Works Department provides the containers and collection services and disposal costs. These costs are included in the Public Works Budget.

Service Contracts: This has been a major focus for the last fiscal year. Consolidation of these contracts allows us to ensure the preventative maintenance tasks are performed at all the facilities to ensure compliance, we monitor the performance of the vendor.

Life Safety Inspections: For those buildings with sprinklers and/or fire alarms, quarterly inspections are required to keep the Town in compliance with the Fire Code. From these inspections, items are identified to be tested or components repaired.

TOWN OF WATERFORD

FY2024 BUDGET REQUEST

Building Maintenance



TOWN OF WATERFORD PERSONNEL WORKSHEET - 11 BUILDING MAINTENANCE 2023-2024 FISCAL YEAR

							LINE 51920
DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY
51140 - FACILITIES COORDINATOR							PAYROLL TAXES (F.I.C.A.)
3/15/2021	MUNICIPAL FACILITIES MANAGER	40	N/A	73,708.23	73,708.23	N/A	73,708.23
	TOTALS			73,708.23	73,708.23	0.00	5,638.68
51810 - OVERTIME							
				0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							
							75.00
	TOTALS			73,708.23	73,708.23	0.00	0.00
BUDGET TOTAL W/F.I.C.A							79,421.91

TOWN OF WATERFORD FRINGE BENEFITS WORKSHEET - 11 BUILDING MAINTENANCE 2023-2024 FISCAL YEAR

		LINE 51910	LINE 51920	
POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING (NON- TAXABLE)	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
MUNICIPAL FACILITIES MANAGER	\$ 75.0000	0	75.00	0
			0.00	0
			0.00	0
			0.00	0
			0.00	0
			0.00	0
TOTALS - FRINGE BENEFITS			75.00	0.00
				***ADDED TO FICA ON PERSONNEL WORKSHEET

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance



5100 SERIES

10111-51140 – Municipal Facilities Manager	\$ 73,708
10111-51910 – Fringe Benefits	\$ 75
10111-51920 – FICA	\$ 5,639
Total	\$79,422

FY24 Request \$79,422

5200 SERIES

10111-52040 – Service Contracts and Repairs

The primary method to minimize repairs are annual service contracts. Contracts include services for HVAC maintenance, pest control, boiler and fire system inspections and generator maintenance.

Custodial services provided to Town Hall, Public Works/Utilities, Youth & Family Services, Community Center and the Public Safety Building are included in the Building Maintenance Budget. The Library and the Police Station have provided these services in their budgets. The cost of custodial services is offset by a funding agreement between the Town and Board of Education. The funding for the custodial services at Town Hall, is by a transfer from the BOE and is not included in the budget request. These funds are provided from the BOE in an annual transfer.

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance



The following are charges included in this line item:

• Pest Control	\$	10,000
• Maintenance/Repair	\$	93,000
• Fire Extinguisher Inspections	\$	1,000
• Fire Alarm Testing	\$	5,500
• Sprinkler Maintenance	\$	1,928
• Elevators (Library)	\$	750
• Generator	\$	1,000
• Custodial Services	\$	<u>130,392</u>
Total	\$	243,570

FY24 Request \$243,570

10111-52090 Heating Oil / Natural Gas

This line item is for fuel to heat the town's facilities. The fuel is either natural gas or heating oil. Facilities that currently use natural gas are the Municipal Complex, Town Hall and the Community Center. Planned for the future is to add gas to the Police Station and Public Safety.

FY24 Request \$130,000

10111-52100 Electricity

The Town purchases electricity through the Connecticut Conference of Municipalities (CCM) Purchasing Program. This program is designed to assist Towns in selecting the best available rates and contract terms for purchasing electricity. The kilowatt hour rate includes the CCM program participation fee. Electricity charges also include a generation fee from Constellation. The proposed budget for electricity in FY24 is based on the average paid so far in FY23 by this Department.

FY24 Request \$398,278

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
Building Maintenance



10111-52110 Water

Accounts are billed quarterly.

FY24 Request \$15,725

10111-52120 Sewer

50% of the sewer user fee is based on water consumption and 50% is a fixed cost related to the Meter size. The requested amount is based on historic water consumption.

FY24 Request \$21,775

5300 SERIES

10111-53020 – Other Supplies

Funds are used to pay for supplies related to building maintenance. These items include flags, batteries, first-aid kits for offices, keys, and custodial supplies.

FY24 Request \$6,000

5500 SERIES

10111-55030 – Building Improvements

This line is used to pay for repairs to Town buildings for items that are not covered in preventive maintenance contracts. These funds cover materials for work completed with BOE labor and both materials and work performed by outside contractors hired to complete specialty work. These projects are managed by Building Maintenance.

FY24 Request \$5,000

TOWN OF WATERFORD FY2024 BUDGET REQUEST



Building Maintenance

	Town Hall	Community Center	Public Safety	Police Department	YSB
	15 Rope Ferry	24 Rope Ferry Road	204 Boston Post Road	41 Avery Lane	200 Boston Post Road
Electricity	\$ 55,752.16	\$ 42,555.87	\$ 29,593.40	\$ 58,088.53	\$ 15,259.97
Heat/Gas	\$ 4,572.85	\$ 18,798.37	\$ 10,953.35	\$ 3,225.57	
Sewer	\$ 1,644.90	\$ 1,623.90	\$ 1,566.50	\$ 1,865.40	\$ 946.29
Water	\$ 1,343.49	\$ 2,145.93	\$ 1,311.02	\$ 1,588.79	\$ 238.16
Total	\$ 63,313.40	\$ 65,124.07	\$ 43,424.27	\$ 64,768.29	\$ 16,444.42

	Municipal Complex	Fire Services (5 firehouses)	Southwest School	Library	Misc. *
	1000 Hartford Turnpike		51 Daniels Ave	49 Rope Ferry Road	
Electricity	\$ 51,159.75	\$ 55,388.07	\$ 12,877.77	\$ 29,470.79	\$ 14,880.76
Heat/Gas	\$ 31,840.86	\$ 7,031.20		\$ 1,036.27	
Sewer	\$ 4,330.15	\$ 4,313.05	\$ 956.60	\$ 645.00	
Water	\$ 1,204.71	\$ 3,556.93	\$ 195.52	\$ 862.05	\$ 277.54
Total	\$ 88,535.47	\$ 70,289.25	\$ 14,029.89	\$ 32,014.11	\$ 15,158.30

*Radio sites, Miner Lane property, locations within the center of town.

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

10130 PUBLIC WORKS

DEPT/AGENCY:

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	2023/2024 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	331,016	338,287			338,287			0	0.00%
51130	ENGINEERING		5,558			5,558			0	0.00%
51210	CLERICAL/TECHNICAL	149,643	150,880			164,347			13,467	8.93%
51510	EQUIPMENT MAINTENANCE	353,367	363,810			403,804			39,994	10.99%
51520	HIGHWAY MAINTENANCE	833,855	871,476			927,036			55,560	6.38%
51530	REFUSE COLLECTION & MAINT.	452,517	453,567			471,730			18,163	4.00%
51540	SNOW REMOVAL	81,652	56,000			71,236			15,236	27.21%
51810	OVERTIME	69,538	52,000			60,070			8,070	15.52%
51910	FRINGE BENEFITS	11,703	12,525			16,225			3,700	29.54%
51920	FICA	161,835	176,263			188,059			11,796	6.69%
	SUBTOTAL	2,445,126	2,480,366	0	0	2,646,352	0	0	165,986	6.69%
SERVICES										
52010	ADVERTISING	0							0	
52020	POSTAGE	431	400			400			0	0.00%
52030	PROFESSIONAL FEES	91,426	113,000			130,000			17,000	15.04%
52040	SERVICE CONT & REPAIRS	46,352	65,000			65,000			0	0.00%
52050	DUES, CONF. & EDUCATION	3,846	2,000			3,000			1,000	50.00%
52060	PRINTING	0	100			50			(50)	-50.00%
52070	REIMBURSABLE EXPENSE	34	50			50			0	0.00%
52400	MEAL ALLOWANCE	2,484	2,300			2,300			0	0.00%
52410	STREET TREE MAINTENANCE	327	5,550			1,500			(4,050)	-72.97%
52450	SITE WORK	1,026	800			1,000			200	25.00%
52460	STREET LIGHTING	76,927	95,500			90,000			(5,500)	-5.76%
52470	SOLID WASTE DISPOSAL	858,090	875,000			950,000			75,000	8.57%
52475	RECYCLING PROGRAM	0	150			200			50	33.33%
52500	OPTIONS & RIGHTS OF WAY	0	0			0			0	#DIV/0!
52510	RENTAL OF EQUIPMENT	23,023	5,000			5,000			0	0.00%
52531	LANDFILL CAP MAINTENANCE	23,750	21,000			23,000			2,000	9.52%
	SUBTOTAL	1,127,716	1,185,850	0	0	1,271,500	0	0	85,650	7.22%

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY: 10130 PUBLIC WORKS

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 APPROVED BD/COMM.	2023/2024 FIRST SELECTMAN RECOMMENDS	Department Request \$ Increase	Department Request % Increase
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	324	325			325			0	0.00%
53030	OPERATIONAL SUPPLIES	18,615	18,000			18,000			0	0.00%
53050	ENGINEER EQUIP & SUPPLIES	206	300			300			0	0.00%
53070	AUTOMOTIVE REPAIRS	210,742	201,000			205,000			4,000	1.99%
53090	FUELS & LUBRICANTS	169,151	200,000			340,000			140,000	70.00%
53100	TIRES	31,306	35,000			35,000			0	0.00%
53250	TRAFFIC CONTROL MATERIALS	4,841	25,000			25,000			0	0.00%
53300	HIGHWAY MATERIALS	115,564	176,500			170,000			(6,500)	-3.68%
	SUBTOTAL	550,749	656,125	0	0	793,625	0	0	137,500	20.96%
EQUIPMENT										
54050	AUTOMOTIVE EQUIPMENT	71,566	69,145			26,755			(42,390)	-61.31%
54060	OFFICE FURNITURE	1,201	800			0			(800)	-100.00%
	SUBTOTAL	72,767	69,945	0	0	26,755	0	0	(43,190)	-61.75%
IMPROVEMENTS										
55010	TOWN AID ROADS-IMPROVED	309,318	317,277			321,120			3,843	1.21%
	SUBTOTAL	309,318	317,277	0	0	321,120	0	0	3,843	1.21%
	DEPARTMENT TOTAL	4,505,676	4,709,563	0	0	5,059,352	0	0	349,789	7.43%