TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10111 BUILDING MAINTENANCE

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 APPROVED BD/COMM.	Department Request $ Increase	Department Request % Increaxe
PERSONNEL COSTS									
51140	FACILITIES COORDINATOR	53,071	76,500		36,190	76,500		0	0.00%
51810	OVERTIME		0		110	0		0	#DIV/0!
51910	FRINGE BENEFITS	0	75		0	75		0	0.00%
51920	F.I.C.A	4,085	5,858		2,772	5,858		0	0.00%
	SUBTOTAL	**57,156**	**82,433**	**0**	**39,072**	**82,433**	**0**	**0**	**0.00%**
SERVICES									
52010	ADVERTISING	0	1,020		0	1,020		0	0.00%
52040	SERVICE CONT. & REPAIRS	51,407	61,357		23,673	171,360		110,003	179.28%
52090	FUEL OIL	3,563	6,735		940	129,061		122,326	1816.27%
52100	ELECTRICITY	58,969	60,000		14,644	343,343		283,343	472.24%
52110	WATER	1,035	1,600		373	12,186		10,586	661.63%
52120	SEWER	2,362	2,900		909	21,775		18,875	650.86%
	SUBTOTAL	**117,336**	**133,612**	**0**	**40,539**	**678,745**	**0**	**545,133**	**408.00%**
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	18,643	10,000		4,000	8,000		(2,000)	-20.00%
	SUBTOTAL	**18,643**	**10,000**	**0**	**4,000**	**8,000**	**0**	**(2,000)**	**-20.00%**
IMPROVEMENTS									
55030	BUILDING IMPROVEMENTS	31,955	27,000		19,431	9,692		(17,308)	-64.10%
	SUBTOTAL	**31,955**	**27,000**	**0**	**19,431**	**9,692**	**0**	**(17,308)**	**-64.10%**
DEPARTMENT TOTAL		**225,090**	**253,045**	**0**	**103,042**	**778,870**	**0**	**525,825**	**207.80%**

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY: 10111 BUILDING MAINTENANCE

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 RTM APPROP.	COLUMN 3 2020/2021 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/21	COLUMN 5 2021/2022 DEPT/ AGENCY REQUEST
PERSONNEL COSTS						
51140	FACILITIES COORDINATOR		76,500			76,500
51910	FRINGE BENEFITS		75			75
51920	F.I.C.A		5,858			5,858
	SUBTOTAL	**0**	**82,433**	**0**	**0**	**82,433**
SERVICES						
52010	ADVERTISING*		1,020			1,020
52040	SERVICE CONT. & REPAIRS		61,357			171,360
52090	FUEL OIL		6,735			129,061
52100	ELECTRICITY		60,000			343,343
52110	WATER		1,600			12,186
52120	SEWER		2,900			21,775
	SUBTOTAL	**0**	**133,612**	**0**	**0**	**678,745**
MATERIALS & SUPPLIES						
53020	OTHER SUPPLIES		10,000			8,000
	SUBTOTAL	**0**	**10,000**	**0**	**0**	**8,000**
IMPROVEMENTS						
55030	BUILDING IMPROVEMENTS		27,000			9,692
	SUBTOTAL	**0**	**27,000**	**0**	**0**	**9,692**
DEPARTMENT TOTAL		**0**	**253,045**	**0**	**0**	**778,870**

BUDGET FUNCTION

Building Maintenance
FISCAL YEAR 2022 BUDGET

Town of Waterford

Opening Statement

Facilities is more than fix what doesn't work. It is management of utilities, space utilization, renovations and replacements.
On the maintenance side Waterford has a hi-bred of on-call contractors, Board of Education maintenance staff and the Facilities Manager.
On the management of systems, within the building, each tenant was responsible for generators, heating systems, and alarms.
Departments with operations staff were at an advantage. They could "borrow" staff to fix small items. Purely administrative departments had to work the system.
It worked because the personnel in the position made the system work. Remove that from the equation and it quickly fails. It is the system that needs to work, personnel manage the system

This is the first year that Facilities will fall under one Department. All the budgets from the following Departments will all be in one place.

- Public Works
- Senior Services
- Recreation & Parks
- Emergency Management
- Police
- Fire
- Library
- Youth & Family Services
- Town Hall (Planning & Zoning)

As each budget was developed by a different manager with a different focus and understanding about Facilities Management. Thus, this first year's budget will be a continuation of the past.

BUDGET FUNCTION

The Building Maintenance Budget funds the operation and maintenance of Town Buildings. The following are listed in the Town Ordinance as being under the control of this Department:

- Town Hall
- Library
- Emergency Operations Center
- Community Center
- Youth & Family services
- Police
- Public Works
- Jordan Park House
- Nevins Cottage

Under the direction of the Public Works Director, a Facilities Maintenance Coordinator manages all work at the Facilities listed and is responsible for routine building maintenance, utilities projects, and capital planning.

For FY 22, the Building Maintenance Budget will see two major changes in how the Town manages over 250,000 sf of space. First, the responsibility has be assigned to the Department of Public Works. Previously under the Planning Department, the Ordinance was changed in late 2020 aligning maintenance responsibilities under a department whose primary duties are to maintain the infrastructure. The second change was to remove the operations and maintenance budgets from each individual department budget and combined them under one budget. The result will be a better budget, and better to management of the maintenance costs and utilities usage. This also relieves each department head from a secondary duty allowing them to focus on their core duties. Consolidating critical building data, allows for common maintenance goals, long range component replacement to be planned, not reactive; and to consolidate maintenance contracts and contractors so that these can be publicly bid.

The Budget presented has been complied with the assistance of the Finance Director. Department Heads provided their individual budgets in these areas from FY 21 that identified utilities, maintenance and repair budget that they had programmed. Unfortunately, there is not enough data to determine if any these budgets will carry the facility effort required through the fiscal year without additional funds being requested.

The Municipal Complex facility will be completed January of 2021. The operating costs for this building have also been estimated. Although the facility will be using natural gas for a heating source, the old buildings volume under the flat roof was far less than the sloped roofs of the new. Also, the square footage of this building has increase from 36,000 to just under 60,000 square feet.

5100 SERIES

10111-51140 – Municipal Facilities Manager		$76,500
10111-51910 – Fringe Benefits		$ 75
10111-51920 – FICA		$ 5,858
	Total	$82,433

FY22 Request **$82,433**

5200 SERIES

10111-52010 - Advertising

Funds for advertising are needed to support compliance with the Town's purchasing requirements. The Department works with the Purchasing Agent to issue RFPs and invitations to bid for service contracts and building maintenance. Advertisements are placed in the New London Day as part of the solicitation process.

FY22 Request **$1,020**

10111-52040 – Service Contracts and Repairs

The Building Maintenance Budget primarily includes service contacts for facilities work associated with Town facilities. Contracts include services for HVAC maintenance, pest control, elevator maintenance, boiler and fire system inspections and generator maintenance.

Certain service contracts, such as custodial services provided to Town Hall, Public Works, Youth Services and the Public Safety Building (Library and Police Station have provide these services in their budgets) are included in the Building Maintenance Budget. In FY20, custodial services changed from BOE staff to a contracted service. Custodial services are the bulk of the costs associated with this line ($68,254). The cost of custodial services is offset by a funding agreement between the Town and Board of Education. The cost of custodial services at Town Hall, however the $37,000 from the BOE is not included in the budget request. These funds are provided from the BOE in an annual transfer.

The Town will continue to contract for HVAC preventative maintenance. In FY21, this budget also assumed the cost of bi-annual preventative maintenance of HVAC equipment used at the five cell tower sites to maintain emergency radio systems. The FY22 budget also includes a new a bi-annual preventative maintenance program for the HVAC controls at the Community Center.

The Facilities Manager's responsibilities include being on-call to address building emergencies that occur outside of regular business hours. The position requires significant time in the field. A mobile phone and an iPad are critical tools to maintain efficiency when working at locations throughout Town.

The following are charges included in this line item:

• Pest Control	$ 5,849
• Maintenance/Repair	$108,696
• HVAC Preventive Maintenance	$ 14,717
• Fire Extinguisher Inspections	$ 1,772
• Fire Alarm Testing	$ 1,531
• Sprinkler Maintenance	$ 1,928
• Cooling Tower	$ 927
• Elevators	$ 7,064
• Generator	$ 550
• Custodial Services	$ 40,476
• Overhead Door Maintenance	$ 2,850
Total	$186,360

FY22 Request **$171,360**

10111-52090 Fuel Oil

This line item is for fuel to heat the town's facilities. The fuel is either natural gas or heating oil. The Municipal Complex has transitioned from heating oil to natural gas, but as we prepare this budget, there has not been a full year of consumption.

FY22 Request **$129,061**

10111-52100 Electricity

Electricity costs $.085 per kilowatt hour for the Town Hall. 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 FY22 is based on the averages from the departments as submitted.

FY22 Request **$343,343**

10111-52110 Water

FY22 Request **$12,186**

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.

FY22 Request **$21,775**

5300 SERIES

10111-53020 – Other Supplies

This line item is used for projects and supplies. Funds are used to pay for supplies related to building maintenance. Supplies regularly needed include electrical, plumbing, paint and lumber. Funds are also used to purchase items including flags, batteries for flashlights used to investigate and troubleshoot issues, first aid kits for offices, keys, and custodial supplies.

FY22 Request **$8,000**

5500 SERIES

10111-55030 – Public Improvements

This line is used to pay for repairs to Town buildings that are not covered in preventive maintenance contracts. These funds typically cover materials for work completed with BOE labor and both materials and work performed by outside contractors hired to complete specialty work that is not performed by the Board of Education facilities staff. These projects are managed by Public Works.

Examples of work completed in FY21 to date include roof patching, gutter repairs, replacing broken windows, replacing parking lot lights, and repairing bathroom fixtures. The biggest project is the bathrooms at the Waterford Beach, which have been a collaborative effort. This project is projected to be completed in the spring of 2021.

FY22 Request **$9,692**

DEPT/AGENCY: 10111 BUILDING MAINTENANCE

LINE ITEM	DESCRIPTION	COLUMN 1 2019/2020 ACTUAL EXPENDED	COLUMN 2 2020/2021 RTM APPROP.	COLUMN 3 2020/2021 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/21	COLUMN 5 2021/2022 DEPT/ AGENCY REQUEST
PERSONNEL COSTS						
51140	FACILITIES COORDINATOR		76,500			76,500
51910	FRINGE BENEFITS		75			75
51920	F.I.C.A		5,858			5,858
	SUBTOTAL	**0**	**82,433**	**0**	**0**	**82,433**
SERVICES						
52010	ADVERTISING*		1,020			1,020
52040	SERVICE CONT. & REPAIRS		61,357			171,360
52090	FUEL OIL		6,735			129,061
52100	ELECTRICITY		60,000			343,343
52110	WATER		1,600			12,186
52120	SEWER		2,900			21,775
	SUBTOTAL	**0**	**133,612**	**0**	**0**	**678,745**
MATERIALS & SUPPLIES						
53020	OTHER SUPPLIES		10,000			8,000
	SUBTOTAL	**0**	**10,000**	**0**	**0**	**8,000**
IMPROVEMENTS						
55030	BUILDING IMPROVEMENTS		27,000			9,692
	SUBTOTAL	**0**	**27,000**	**0**	**0**	**9,692**
DEPARTMENT TOTAL		**0**	**253,045**	**0**	**0**	**778,870**

TOWN OF WATERFORD
PERSONNEL WORKSHEET - Building Maintenance
2021/2022 FISCAL YEAR

DATE OF HIRE	POSITION	HOURS WORKED/ WEEK	HOURLY RATE	SALARY 2020/2021	SALARY 2021/2022	LONGEVITY	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.IC.A)
Vacant	Municipal Facilities Manager	40	36.78	$76,500.00	76,500	0	76,500	5,852
							0	0
							0	0
							0	0
							0	0
							0	0
							0	0
51810 - OVERTIME							0.00	0.00
51920 - FRINGE							75.00	5.74
						Total	76,575	5,858
TOTALS - DEPARTMENT							82,433.00	

TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2021-2022 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)
Municipal Facilities Manager	75.00		75.00	5.74
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
			0.00	0.00
TOTAL - FRINGE BENEFITS	75.00	0.00	75.00	5.74
				SEE NOTE

NOTE

This amount should be added to the amount of FICA calculated on your salary worksheet

FY21 BUDGETED AMOUNTS BY DEPARTMENT

	52040			52100	52115	52110	52120	52090	
	MAINTENANCE/ REPAIR	PEST CONTROL	FIRE EXTINGUISHER INSPECTION	ELECTRICITY	WATER/ SEWER	WATER	SEWER	FUEL/OIL/ GAS	
LIBRARY (10136)	11,155			30,039		940	940	7,639	**50,713**
FIRE (10123)	4,000		300	62,383		5,746	8,645	45,410	**126,484**
POLICE (10129)	19,194	888	720	52,223	4,500			17,566	**95,091**
EMERGENCY MGMT (10122)	34,813	638	825	35,546					**71,822**
REC & PARK (10137)	9,182	480	203	30,876	2,220			8,308	**51,269**
SENIOR SERVICES (10135)	9,794	480	32	30,876	2,220			8,222	**51,624**
PUBLIC WORKS (10130)	4,922	875	883	25,400		8,100		41,100	**81,280**
YOUTH & FAMILY (10119)	-	-	-	16,000		200	650		**16,850**
SUBTOTAL	**93,060**	**3,361**	**2,963**	**283,343**	**8,940**	**14,986**	**10,235**	**128,245**	**545,133**
BLDG MAINT (10111)	58,606	2,751	-	60,000		1,600	2,900	6,735	**132,592**
TOTALS	**151,666**	**6,112**	**2,963**	**343,343**	**8,940**	**16,586**	**13,135**	**134,980**	**677,725**
**Total Water & Sewer Lines*							*38,661*		

TOTAL BUDGETED BY DEPARTMENTS FOR FY 21 **677,725**

FY22 BUDGETED AMOUNTS BY DEPARTMENT

	52040			52100	52115	52110	52120	52090	
	MAINTENANCE/ REPAIR	PEST CONTROL	FIRE EXTINGUISHER INSPECTION	ELECTRICITY	WATER/ SEWER	WATER	SEWER	FUEL/OIL/ GAS	
LIBRARY (10136)									-
FIRE (10123)				-		-	-		-
POLICE (10129)				-	-			-	-
EMERGENCY MGMT (10122)	-	-	-	-	-	-	-	-	-
REC & PARK (10137)									-
SENIOR SERVICES (10135)				-	-	-	-	-	-
PUBLIC WORKS (10130)		-	-		-	-	-	-	-
YOUTH & FAMILY (10119)									-
SUBTOTAL	-	-	-	-	-	-	-	-	-
BLDG MAINT (10111)	163,739	5,849	1,772	343,343		12,186	21,775	129,061	**677,725**
TOTALS	**163,739**	**5,849**	**1,772**	**343,343**	-	**12,186**	**21,775**	**129,061**	**677,725**
**Total Water & Sewer Lines*							*33,961*		

TOTAL BUDGETED BY DEPARTMENTS FOR FY 21 **677,725**

	52040			52100	52115	52110	52120	52090	
	MAINTENANCE/ REPAIR	PEST CONTROL	FIRE EXTINGUISHER INSPECTION	ELECTRICITY	WATER/ SEWER	WATER	SEWER	FUEL/OIL/ GAS	
FY21 BUDGET	151,666	6,112	2,963	343,343	8,940	16,586	13,135	134,980	677,725
FY22 BUDGET	163,739	5,849	1,772	343,343	-	12,186	21,775	129,061	677,725
DIFFERENCE (+/-)	12,073	(263)	(1,191)	-	(8,940)	(4,400)	8,640	(5,919)	-
Water & Sewer Difference (+/-)							(4,700)		

FY21 TOTAL FACILITY MAINTENANCE BUDGET	677,725
FY22 TOTAL FACILITY MAINTENANCE BUDGET	677,725
DIFFERENCE (+/-) Increase or Decrease	-

CONDITIONS OF AGREEMENT

Conditions of the maintenance and periodic inspection agreement are as follows:

(1) The program covers normal maintenance limited to routine inspections, adjustments, lubrication and tightening of fasteners. It does not include replacement parts or the labor for their installation; if required after inspection.

Periodic inspections and maintenance as outlined herewith will be conducted as per the schedule noted for each of the indicated items (place an S for Sectional Doors, R for Rolling Doors or L for Loading Dock Equipment beside the applicable inspection period):

Monthly________ Semi-Annually_______ Other (specify)______
Quarterly_______ Annually_____X______

This program will cover___6____sectional doors,_______rolling doors and___6___door operators, as detailed on the following data sheets. This program will also cover_______dock levelers_______dock seals and_______dock shelters. The total sum for periodic inspections shall be $1,250.00 (This total is based on an hourly rate of $80.00 per man hour plus tax & miscellaneous costs)

OPTIONS:

Please indicate which of the following options will apply to this agreement in reference to repair work recommended after inspections are completed:

_____(A) Necessary minor replacement parts up to the amount of $____________ will be installed when performing preventive maintenance and invoiced as extra to the agreed upon periodic fee for preventive maintenance inspections.
_____(B) A detailed list of recommended replacement parts will be supplied after each inspection with a quoted price for parts and installation. Authorization must be obtained prior to proceeding with installation

(2) Work performed under this agreement will be accomplished during normal working hours between 8:00 A.M. and 4:00 PM. Monday through Friday. This agreement does not cover emergency service calls, which will be handled at our emergency rate of $120.00 per man-hour for calls dispatched between the hours of 4:00 P.M. and 8:00 A.M. Overtime rates shall commence when any call is received after 4:00 P.M. and will be performed at the rate of $ 120.00 per man-hour. Special overtime rates will apply on weekends and holidays at the rate of $160.00 per man-hour.

(3) The Preventive Maintenance Program will not cover the following:
Damage to doors, operators or loading dock equipment
Any electrical problems created by insufficient voltage or incorrect hook-up.

(4) Overhead Door Company of Norwich, Inc. shall not be liable for specific, incidental or consequential damages or losses caused by any acts beyond the reasonable control of Overhead Door Company of Norwich, Inc. misuses or abuse of the doors, door operators or loading dock equipment by others.

(5) Service will not be rendered under this agreement in any case that the customer has a past due account.

(6) It is agreed that either party will have the right to cancel this program at any time with written notice.

(7) This agreement shall not become effective until the equipment is inspected and accepted by Overhead Door Company of Norwich, Inc.

Agreed and accepted on this______day of__________________2020.

Waterford Public Works/New Building #1	Overhead Door Company of Norwich
Company Name:	*Company Name:*
	Joe Corron
Signature	*Signature*
	Sales Department
Title:	*Title:*
1000 Hartford Turnpike, Waterford	88 Route 2A Preston, Ct 06365
Address:	*Address:*
860-444-5864/860-442-9037	860-889-2848 / 860-889-7711
Phone / Fax:	*Phone / Fax:*

First 6 Doors come off warranty May 2021

CONDITIONS OF AGREEMENT

Conditions of the maintenance and periodic inspection agreement are as follows:

(1) The program covers normal maintenance limited to routine inspections, adjustments, lubrication and tightening of fasteners. It does not include replacement parts or the labor for their installation; if required after inspection.

Periodic inspections and maintenance as outlined herewith will be conducted as per the schedule noted for each of the indicated items (place an S for Sectional Doors, R for Rolling Doors or L for Loading Dock Equipment beside the applicable inspection period):

Monthly________ Semi-Annually_______ Other (specify)______
Quarterly_______ Annually______X______

This program will cover___5____sectional doors,_______rolling doors and___5___door operators, as detailed on the following data sheets. This program will also cover_______dock levelers_______dock seals and_______dock shelters. The total sum for periodic inspections shall be $680.00 (This total is based on an hourly rate of $80.00 per man hour plus tax & miscellaneous costs)

OPTIONS:

Please indicate which of the following options will apply to this agreement in reference to repair work recommended after inspections are completed:

_____(A) Necessary minor replacement parts up to the amount of $___________ will be installed when performing preventive maintenance and invoiced as extra to the agreed upon periodic fee for preventive maintenance inspections.
_____(B) A detailed list of recommended replacement parts will be supplied after each inspection with a quoted price for parts and installation. Authorization must be obtained prior to proceeding with installation

(2) Work performed under this agreement will be accomplished during normal working hours between 8:00 A.M. and 4:00 PM. Monday through Friday. This agreement does not cover emergency service calls, which will be handled at our emergency rate of $120.00 per man-hour for calls dispatched between the hours of 4:00 P.M. and 8:00 A.M. Overtime rates shall commence when any call is received after 4:00 P.M. and will be performed at the rate of $ 120.00 per man-hour. Special overtime rates will apply on weekends and holidays at the rate of $160.00 per man-hour.

(3) The Preventive Maintenance Program will not cover the following:
Damage to doors, operators or loading dock equipment
Any electrical problems created by insufficient voltage or incorrect hook-up.

(4) Overhead Door Company of Norwich, Inc. shall not be liable for specific, incidental or consequential damages or losses caused by any acts beyond the reasonable control of Overhead Door Company of Norwich, Inc. misuses or abuse of the doors, door operators or loading dock equipment by others.

(5) Service will not be rendered under this agreement in any case that the customer has a past due account.

(6) It is agreed that either party will have the right to cancel this program at any time with written notice.

(7) This agreement shall not become effective until the equipment is inspected and accepted by Overhead Door Company of Norwich, Inc.

Agreed and accepted on this______day of__________________2020.

Waterford Public Works/New Building #2	Overhead Door Company of Norwich
Company Name:	*Company Name:*
	Joe Corron
Signature	*Signature*
	Sales Department
Title:	*Title:*
1000 Hartford Turnpike, Waterford	88 Route 2A Preston, Ct 06365
Address:	*Address:*
860-444-5864/860-442-9037	860-889-2848 / 860-889-7711
Phone / Fax:	*Phone / Fax:*

Second 5 Doors will come off warranty Jan. 202[illegible]

CONDITIONS OF AGREEMENT

Conditions of the maintenance and periodic inspection agreement are as follows:

(1) The program covers normal maintenance limited to routine inspections, adjustments, lubrication and tightening of fasteners. It does not include replacement parts or the labor for their installation; if required after inspection.

Periodic inspections and maintenance as outlined herewith will be conducted as per the schedule noted for each of the indicated items (place an S for Sectional Doors, R for Rolling Doors or L for Loading Dock Equipment beside the applicable inspection period):

Monthly_______ Semi-Annually______ Other (specify)______
Quarterly_______ Annually_____X_____

This program will cover___7____sectional doors,_______rolling doors and___7___door operators, as detailed on the following data sheets. This program will also cover_______dock levelers_______dock seals and_______dock shelters. The total sum for periodic inspections shall be $920.00 (This total is based on an hourly rate of $80.00 per man hour plus tax & miscellaneous costs)

OPTIONS:

Please indicate which of the following options will apply to this agreement in reference to repair work recommended after inspections are completed:

_____(A) Necessary minor replacement parts up to the amount of $___________ will be installed when performing preventive maintenance and invoiced as extra to the agreed upon periodic fee for preventive maintenance inspections.
_____(B) A detailed list of recommended replacement parts will be supplied after each inspection with a quoted price for parts and installation. Authorization must be obtained prior to proceeding with installation

(2) Work performed under this agreement will be accomplished during normal working hours between 8:00 A.M. and 4:00 PM. Monday through Friday. This agreement does not cover emergency service calls, which will be handled at our emergency rate of $120.00 per man-hour for calls dispatched between the hours of 4:00 P.M. and 8:00 A.M. Overtime rates shall commence when any call is received after 4:00 P.M. and will be performed at the rate of $ 120.00 per man-hour. Special overtime rates will apply on weekends and holidays at the rate of $160.00 per man-hour.

(3) The Preventive Maintenance Program will not cover the following:
Damage to doors, operators or loading dock equipment
Any electrical problems created by insufficient voltage or incorrect hook-up.

(4) Overhead Door Company of Norwich, Inc. shall not be liable for specific, incidental or consequential damages or losses caused by any acts beyond the reasonable control of Overhead Door Company of Norwich, Inc. misuses or abuse of the doors, door operators or loading dock equipment by others.

(5) Service will not be rendered under this agreement in any case that the customer has a past due account.

(6) It is agreed that either party will have the right to cancel this program at any time with written notice.

(7) This agreement shall not become effective until the equipment is inspected and accepted by Overhead Door Company of Norwich, Inc.

Agreed and accepted on this______day of___________________2020.

Waterford Public Works/Waterford Police	Overhead Door Company of Norwich
Company Name:	*Company Name:*
	Joe Corron
Signature	*Signature*
	Sales Department
Title:	*Title:*
1000 Hartford Turnpike, Waterford	88 Route 2A Preston, Ct 06365
Address:	*Address:*
860-444-5864/860-442-9037	860-889-2848 / 860-889-7711
Phone / Fax:	*Phone / Fax:*

Police Dept.

TOWN OF WATERFORD, CONNECTICUT
STATEMENT OF EXPENDITURES AND OTHER FINANCING USES-
ORIGINAL BUDGET AND ACTUAL-GENERAL FUND
FOR THE FIVE YEARS ENDED JUNE 30, 2020

	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL	FY2018 ORIGINAL BUDGET	FY2018 ACTUAL	FY2017 ORIGINAL BUDGET	FY2017 ACTUAL	FY2016 ORIGINAL BUDGET	FY2016 ACTUAL
BUILDING MAINTENANCE:										
PERSONEL COSTS:										
10111-51140-101-010-11-00-51 FACILITIES COORDINATOR	70,587	53,071	27,629	25,358	25,656	18,344	24,345	12,979	23,825	18,046
10111-51910-101-010-11-00-51 FRINGE BENEFITS	75	0	75	0	75	52	75	0	75	0
10111-51920-101-010-11-00-51 F.I.C.A.	5,406	4,085	2,120	1,940	1,963	1,403	1,863	993	1,823	1,380
Total PERSONEL COSTS	76,068	57,155	29,824	27,298	27,694	19,799	26,283	13,972	25,723	19,426
SERVICES:										
10111-52010-101-010-11-00-52 ADVERTISING	1,020	0	1,020	863	1,020	220	0	0	0	0
10111-52040-101-010-11-00-52 SERVICE CONT. & REPAIRS	51,675	51,407	61,262	52,888	63,949	59,996	32,212	32,712	33,703	32,382
10111-52090-101-010-11-00-52 FUEL OIL	6,720	3,563	7,071	4,251	8,748	3,686	8,439	5,362	15,269	9,635
10111-52100-101-010-11-00-52 ELECTRICITY	60,000	58,969	60,208	70,201	61,820	54,207	68,441	60,929	76,157	60,668
10111-52110-101-010-11-00-52 WATER	1,583	1,035	1,637	1,433	1,536	1,820	1,678	2,517	1,804	1,615
10111-52120-101-010-11-00-52 SEWER	2,899	2,362	3,013	2,521	2,797	2,908	3,094	3,252	2,992	2,772
Total SERVICES	123,897	117,336	134,211	132,157	139,870	122,836	113,864	104,772	129,925	107,073
MATERIALS & SUPPLIES:										
10111-53020-101-010-11-00-53 OTHER SUPPLIES	10,000	18,643	10,000	8,576	28,620	27,657	10,000	6,091	10,660	7,659
Total MATERIALS & SUPPLIES	10,000	18,643	10,000	8,576	28,620	27,657	10,000	6,091	10,660	7,659
CAPITAL IMPROVEMENTS:										
10111-55030-101-010-11-00-55 PUBLIC IMPROVEMENTS	27,000	31,955	27,000	25,825	20,000	49,276	18,000	23,919	18,000	26,891

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Total CAPITAL IMPROVEMENTS	27,000	31,955	27,000	25,825	20,000	49,276	18,000	23,919	18,000	26,891
TOTAL	236,965	225,089	201,035	193,856	216,184	219,569	168,147	148,754	184,308	161,048

FOR 2020 13

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
10111 BUILDING MAINTENANCE							
51140 FACILITIES COORDINATOR							
10111 51140 FACILITIES COORDINATO	70,587	61,137	53,070.51	.00	.00	8,066.49	86.8%
51910 FRINGE BENEFITS							
10111 51910 FRINGE BENEFITS	75	75	.00	.00	.00	75.00	.0%
51920 F.I.C.A.							
10111 51920 F.I.C.A.	5,406	5,406	4,084.77	.00	.00	1,321.23	75.6%
52010 ADVERTISING							
10111 52010 ADVERTISING	1,020	1,020	.00	.00	.00	1,020.00	.0%
52040 SERVICE CONT AND REPAIRS							
10111 52040 SERVICE CONT. AND REPA	51,675	51,675	51,407.45	1,976.95	.00	267.55	99.5%
52090 HEATING FUEL							
10111 52090 FUEL OIL	6,720	6,720	3,562.76	.00	.00	3,157.24	53.0%
52100 ELECTRICITY							
10111 52100 ELECTRICITY	60,000	60,000	58,969.28	.00	.00	1,030.72	98.3%
52110 WATER							
10111 52110 WATER	1,583	1,583	1,034.79	.00	.00	548.21	65.4%

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FOR 2020 13

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52120 SEWER							
10111 52120 SEWER	2,899	2,899	2,362.00	.00	.00	537.00	81.5%
53020 OTHER SUPPLIES							
10111 53020 OTHER SUPPLIES	10,000	19,450	18,642.93	124.95	.00	807.07	95.9%
55030 BUILDING IMPROVEMENTS							
10111 55030 PUBLIC IMPROVEMENTS	27,000	37,000	31,954.54	723.11	.00	5,045.46	86.4%
TOTAL GENERAL FUND	236,965	246,965	225,089.03	2,825.01	.00	21,875.97	91.1%

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FOR 2020 13

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
205 CAPITAL&NON-RECURRING EXP FUND							
20511 CNR EXPENDITURES BLDG MAINT							
57767 NEVINS COTTAGE STRUCTURAL REPA							
20511 57767 NEVINS COTTAGE STRUCTU	780	50,400	7,692.00	.00	.00	42,708.00	15.3%
57805 YSB FLOORING							
20511 57805 YSB FLOORING	70,000	70,000	24,388.56	.00	.00	45,611.44	34.8%
57818 TOWN HALL FLOORING							
20511 57818 TOWN HALL FLOORING	245,000	245,000	154,265.33	.00	.00	90,734.67	63.0%
57819 YSB ROOF REPLACEMENT							
20511 57819 YSB ROOF REPLACEMENT	115	0	.00	.00	.00	.00	.0%
57840 PLAN OF CONSERVATION&DEVELOPME							
20511 57840 PLAN OF CONSERVATION&D	100,000	100,000	.00	.00	.00	100,000.00	.0%
57845 BOILER REPLACEMENT @ CC							
20511 57845 BOILER REPLACEMENT @ C	68,263	21,855	19,775.30	.00	.00	2,080.00	90.5%
TOTAL CAPITAL&NON-RECURRING EXP F	484,158	487,255	206,121.19	.00	.00	281,134.11	42.3%

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FOR 2020 13

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
300 CAPITAL IMPROVEMENTS FUND							
31117 MUNICIPAL BUILDING MAINTENANCE							
55803 PARKING LOT YSB/PD							
31117 55803 PARKING LOT YSB/PD	292,800	292,800	.00	.00	.00	292,800.00	.0%
31118 BLDG MAINTENANCE FY18 CIF							
55803 PARKING LOT YSB/PD							
31118 55803 PARKING LOT YSB/PD	195,320	195,320	18,000.00	.00	.00	177,320.00	9.2%
31119 FY19 MUNICIPAL BUILDING MAINT							
55829 POLICE & PUBLIC SAFETY HVAC ST							
31119 55829 POLICE & PUBLIC SAFETY	14,000	14,000	14,000.00	.00	.00	.00	100.0%
55834 TOWN HALL FIRE SYSTEM							
31119 55834 TOWN HALL FIRE SYSTEM	10,100	10,100	10,100.00	.00	.00	.00	100.0%
55836 YSB FIRE SYSTEM							
31119 55836 YSB FIRE SYSTEM	5,273	5,273	5,272.50	.00	.00	.00	100.0%
31120 BUILDING MAINTENANCE FY19-20							
55851 ADA IMPROVEMENTS YSB/PD							
31120 55851 ADA IMPROVEMENTS YSB/P	87,000	87,000	.00	.00	.00	87,000.00	.0%

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06/30/20

FOR 2020 13

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
55852 TOWN HALL BATHROOMS							
31120 55852 TOWN HALL BATHROOMS	87,500	87,500	.00	.00	.00	87,500.00	.0%
55853 AUDITORIUM SEATING UPGRADE							
31120 55853 AUDITORIUM SEATING UPG	12,760	12,760	.00	.00	.00	12,760.00	.0%
TOTAL CAPITAL IMPROVEMENTS FUND	704,753	704,753	47,372.50	.00	.00	657,380.00	6.7%
TOTAL BUILDING MAINTENANCE	1,425,876	1,438,973	478,582.72	2,825.01	.00	960,390.08	33.3%
TOTAL EXPENSES	1,425,876	1,438,973	478,582.72	2,825.01	.00	960,390.08	

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FY21

FOR 2021 05

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
101 GENERAL FUND							
10111 BUILDING MAINTENANCE							
51140 FACILITIES COORDINATOR							
10111 51140 FACILITIES COORDINATO	76,500	76,500	30,305.69	5,884.60	.00	46,194.31	39.6%
51910 FRINGE BENEFITS							
10111 51910 FRINGE BENEFITS	75	75	.00	.00	.00	75.00	.0%
51920 F.I.C.A.							
10111 51920 F.I.C.A.	5,858	5,858	2,313.86	449.20	.00	3,544.14	39.5%
52010 ADVERTISING							
10111 52010 ADVERTISING	1,020	1,020	.00	.00	.00	1,020.00	.0%
52040 SERVICE CONT AND REPAIRS							
10111 52040 SERVICE CONT. AND REPA	61,357	61,357	-26,421.14	7,443.53	50,093.55	37,684.59	38.6%
52090 HEATING FUEL							
10111 52090 FUEL OIL	6,735	6,735	940.47	466.18	.00	5,794.53	14.0%
52100 ELECTRICITY							
10111 52100 ELECTRICITY	60,000	60,000	14,603.41	313.55	.00	45,396.59	24.3%
52110 WATER							
10111 52110 WATER	1,600	1,600	373.15	373.15	.00	1,226.85	23.3%

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FOR 2021 05

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
52120 SEWER							
10111 52120 SEWER	2,900	2,900	908.72	.00	.00	1,991.28	31.3%
53020 OTHER SUPPLIES							
10111 53020 OTHER SUPPLIES	10,000	10,000	1,627.93	511.25	2,372.07	6,000.00	40.0%
55030 BUILDING IMPROVEMENTS							
10111 55030 PUBLIC IMPROVEMENTS	27,000	27,000	7,613.98	.00	2,940.00	16,446.02	39.1%
TOTAL BUILDING MAINTENANCE	253,045	253,045	32,266.07	15,441.46	55,405.62	165,373.31	34.6%
TOTAL GENERAL FUND	253,045	253,045	32,266.07	15,441.46	55,405.62	165,373.31	34.6%

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FOR 2021 05

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
205 CAPITAL&NON-RECURRING EXP FUND							
20511 CNR EXPENDITURES BLDG MAINT							
57767 NEVINS COTTAGE STRUCTURAL REPA							
20511 57767 NEVINS COTTAGE STRUCTU	42,708	42,708	7,610.00	800.00	7,658.00	27,440.00	35.7%
57805 YSB FLOORING							
20511 57805 YSB FLOORING	45,611	45,611	.00	.00	.00	45,611.44	.0%
57818 TOWN HALL FLOORING							
20511 57818 TOWN HALL FLOORING	90,735	90,735	25,940.00	.00	11,804.75	52,989.92	41.6%
57840 PLAN OF CONSERVATION&DEVELOPME							
20511 57840 PLAN OF CONSERVATION&D	100,000	100,000	.00	.00	.00	100,000.00	.0%
57845 BOILER REPLACEMENT @ CC							
20511 57845 BOILER REPLACEMENT @ C	2,080	2,080	1,120.00	.00	960.00	.00	100.0%
57859 EUGENE ONEILL ROOF REPLACMNT							
20511 57859 EUGENE ONEILL ROOF REP	65,000	65,000	9.36	.00	36,023.00	28,967.64	55.4%
TOTAL CNR EXPENDITURES BLDG MAINT	346,134	346,134	34,679.36	800.00	56,445.75	255,009.00	26.3%
TOTAL CAPITAL&NON-RECURRING EXP F	346,134	346,134	34,679.36	800.00	56,445.75	255,009.00	26.3%

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FOR 2021 05

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
300 CAPITAL IMPROVEMENTS FUND							
31117 MUNICIPAL BUILDING MAINTENANCE							
55803 PARKING LOT YSB/PD							
31117 55803 PARKING LOT YSB/PD	292,800	292,800	.00	.00	.00	292,800.00	.0%
TOTAL MUNICIPAL BUILDING MAINTENA	292,800	292,800	.00	.00	.00	292,800.00	.0%
31118 BLDG MAINTENANCE FY18 CIF							
55803 PARKING LOT YSB/PD							
31118 55803 PARKING LOT YSB/PD	177,320	177,320	1,125.00	1,125.00	3,375.00	172,820.00	2.5%
TOTAL BLDG MAINTENANCE FY18 CIF	177,320	177,320	1,125.00	1,125.00	3,375.00	172,820.00	2.5%
31120 BUILDING MAINTENANCE FY19-20							
55851 ADA IMPROVEMENTS YSB/PD							
31120 55851 ADA IMPROVEMENTS YSB/P	87,000	87,000	.00	.00	.00	87,000.00	.0%
55852 TOWN HALL BATHROOMS							
31120 55852 TOWN HALL BATHROOMS	87,500	87,500	.00	.00	.00	87,500.00	.0%
55853 AUDITORIUM SEATING UPGRADE							
31120 55853 AUDITORIUM SEATING UPG	12,760	12,760	.00	.00	.00	12,760.00	.0%
TOTAL BUILDING MAINTENANCE FY19-2	187,260	187,260	.00	.00	.00	187,260.00	.0%

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FOR 2021 05

ACCOUNTS FOR: 11 BUILDING MAINTENANCE	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
31121 BUILDING MAINTANCE FY 2021							
55851 ADA IMPROVEMENTS YSB/PD							
31121 55851 ADA IMPROVEMENTS YSB/P	0	80,700	.00	.00	.00	80,700.00	.0%
55852 TOWN HALL BATHROOMS							
31121 55852 TOWN HALL BATHROOMS	0	25,000	.00	.00	.00	25,000.00	.0%
TOTAL BUILDING MAINTANCE FY 2021	0	105,700	.00	.00	.00	105,700.00	.0%
TOTAL CAPITAL IMPROVEMENTS FUND	657,380	763,080	1,125.00	1,125.00	3,375.00	758,580.00	.6%
TOTAL BUILDING MAINTENANCE	1,256,559	1,362,259	68,070.43	17,366.46	115,226.37	1,178,962.31	13.5%
TOTAL EXPENSES	1,256,559	1,362,259	68,070.43	17,366.46	115,226.37	1,178,962.31	