Town of Putnam

FY 2021 Board of Finance Budget to the Public

April 6, 2021

Section 1

General Government and Bonded Indebtedness

Town of Putnam

FY 22 BOF Budget

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.41.4109.51610.00000	Regular Employee - Mayor	$265,500.00	$268,500.00	$211,896.29	$275,000.00	$275,000.00
1005.41.4109.51630.00000	Overtime - Mayor	$3,000.00	$5,000.00	$3,149.25	$3,750.00	$3,750.00
1005.41.4109.51640.00000	Cell Phone Stipend	$1,200.00	$1,200.00	$1,916.70	$1,200.00	$1,200.00
1005.41.4109.53010.00000	Purchased Prof. Services- Ma	$12,500.00	$10,500.00	$5,890.94	$10,500.00	$8,500.00
1005.41.4109.55500.00000	Printing & Binding- Mayor	$2,500.00	$3,000.00	$290.53	$3,000.00	$3,000.00
1005.41.4109.55800.00000	Travel - Mayor	$5,000.00	$5,000.00	$3,300.00	$5,000.00	$5,000.00
1005.41.4109.56010.00000	Supplies- Mayor	$4,500.00	$4,500.00	$3,842.50	$4,500.00	$4,500.00
1005.41.4109.58100.00000	Dues & Fees- Mayor	$1,500.00	$1,500.00	$705.93	$1,500.00	$1,500.00
1005.41.4109.59010.00000	Meetings- Mayor	$5,500.00	$4,000.00	$369.29	$4,000.00	$4,000.00
DEPARTMENT: Mayor - 4109		$301,200.00	$303,200.00	$231,361.43	$308,450.00	$306,450.00
1005.41.4110.51610.00000	Regular Employees - HR/PR	$0.00	$0.00	$0.00	$53,202.24	$53,202.24
1005.41.4110.53010.00000	Purch. Prof. Services - HR/PR	$0.00	$0.00	$0.00	$1,500.00	$1,500.00
1005.41.4110.53200.00000	Prof. Ed. Services - HR/PR	$0.00	$0.00	$0.00	$3,500.00	$2,000.00
1005.41.4110.56010.00000	Office Supplies- HR/PR	$0.00	$0.00	$0.00	$1,000.00	$500.00
DEPARTMENT: HR/PR Department - 4110		$0.00	$0.00	$0.00	$59,202.24	$57,202.24
1005.41.4117.51610.00000	Regular Employee - Finance	$0.00	$0.00	($1,386.80)	$0.00	$0.00
1005.41.4117.51630.00000	Overtime Finance	$1,500.00	$1,500.00	$1,088.00	$1,500.00	$1,500.00
1005.41.4117.53100.00000	Official/Admin Services - Final	$52,000.00	$52,000.00	$31,491.66	$35,000.00	$34,000.00
1005.41.4117.56010.00000	Office Supplies - Finance	$300.00	$300.00	$202.74	$300.00	$300.00
DEPARTMENT: Board of Finance - 4117		$53,800.00	$53,800.00	$31,395.60	$36,800.00	$35,800.00
1005.41.4131.51610.00000	Regular Employee - Assessor	$107,300.00	$112,246.00	$86,656.56	$112,246.00	$112,246.00

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1005.41.4131.53200.00000	Prof. Ed. Services -Assessor	$1,100.00	$1,100.00	$30.00	$1,100.00	$1,100.00
1005.41.4131.55500.00000	Printing & Binding - Assessor	$1,200.00	$500.00	$42.00	$1,000.00	$500.00
1005.41.4131.55800.00000	Travel - Assessor	$200.00	$200.00	$175.38	$200.00	$200.00
1005.41.4131.56010.00000	Supplies - Assessor	$1,500.00	$1,000.00	$589.71	$1,000.00	$1,000.00
1005.41.4131.58100.00000	Dues & Fees - Assessor	$300.00	$310.00	$305.00	$360.00	$360.00
1005.41.4131.59010.00000	Meetings - Assessor	$200.00	$200.00	$20.00	$200.00	$200.00
DEPARTMENT: Assessor - 4131		$111,800.00	$115,556.00	$87,818.65	$116,106.00	$115,606.00
1005.41.4132.51620.00000	Part Time - Tax Review	$400.00	$400.00	$0.00	$400.00	$400.00
1005.41.4132.53200.00000	Prof. Ed. Services - Tax Revie	$100.00	$100.00	$0.00	$100.00	$100.00
1005.41.4132.55500.00000	Printing & Binding - Tax Revie	$90.00	$90.00	$54.00	$90.00	$90.00
DEPARTMENT: Board of Tax Review - 4132		$590.00	$590.00	$54.00	$590.00	$590.00
1005.41.4135.51610.00000	Regular Employee - Revenue	$68,990.00	$116,620.00	$85,371.15	$116,620.00	$116,620.00
1005.41.4135.51620.00000	Part Time - Revenue	$62,208.00	$0.00	$0.00	$0.00	$0.00
1005.41.4135.53100.00000	Official/Admin Serv. - Revenu	$250.00	$250.00	$250.00	$250.00	$250.00
1005.41.4135.53200.00000	Prof. Ed. Services - Revenue	$400.00	$400.00	$335.00	$600.00	$600.00
1005.41.4135.54300.00000	Repairs & Maint. - Revenue	$200.00	$200.00	$99.99	$200.00	$200.00
1005.41.4135.54400.00000	Equip. Rental/Lease - Revenu	$2,000.00	$0.00	$0.00	$0.00	$0.00
1005.41.4135.55500.00000	Printing & Binding - Revenue	$5,100.00	$4,400.00	$1,292.24	$10,475.95	$10,475.95
1005.41.4135.55800.00000	Travel - Revenue	$100.00	$100.00	$0.00	$100.00	$100.00
1005.41.4135.56010.00000	Office Supplies - Revenue	$1,900.00	$1,600.00	$517.16	$1,300.00	$1,000.00
1005.41.4135.58100.00000	Dues & Fees - Revenue	$95.00	$95.00	$95.00	$95.00	$95.00
1005.41.4135.59010.00000	Meetings - Revenue	$330.00	$400.00	$30.00	$400.00	$400.00
DEPARTMENT: Revenue Collector - 4135		$141,573.00	$124,065.00	$87,990.54	$130,040.95	$129,740.95

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1005.41.4137.51610.00000	Regular Employee - Teasurer	$288,865.00	$243,147.52	$168,061.31	$173,015.00	$173,015.00
1005.41.4137.53010.00000	Purch. Prof. Services - Treasu	$250.00	$250.00	$2,711.29	$250.00	$250.00
1005.41.4137.53200.00000	Prof. Ed. Services - Treasurer	$3,000.00	$2,000.00	$1,294.00	$5,000.00	$4,000.00
1005.41.4137.55800.00000	Travel - Treasurer	$200.00	$200.00	$0.00	$200.00	$200.00
1005.41.4137.56010.00000	Office Supplies - Treasurer	$4,000.00	$4,000.00	$3,467.55	$2,000.00	$2,000.00
1005.41.4137.58100.00000	Dues & Fees - Treasurer	$500.00	$500.00	$99.67	$500.00	$500.00
1005.41.4137.59010.00000	Meetings - Treasurer	$500.00	$500.00	$0.00	$500.00	$500.00
DEPARTMENT: Treasurer - 4137		$297,315.00	$250,597.52	$175,633.82	$181,465.00	$180,465.00
1005.41.4139.53020.00000	Legal Services	$30,000.00	$58,000.00	$17,570.50	$58,000.00	$58,000.00
1005.41.4139.53100.00000	Official/Admin Services - Lega	$2,000.00	$2,000.00	$0.00	$0.00	$0.00
1005.41.4139.53101.00000	Town Counsel	$35,000.00	$0.00	$0.00	$0.00	$0.00
1005.41.4139.55401.00000	Legal Notices	$9,000.00	$10,000.00	$4,123.71	$8,000.00	$7,000.00
DEPARTMENT: Legal Cousel - 4139		$76,000.00	$70,000.00	$21,694.21	$66,000.00	$65,000.00
1005.41.4141.52100.00000	Group Insurance	$9,000.00	$9,000.00	$6,642.00	$10,000.00	$10,000.00
1005.41.4141.52200.00000	Employer Share SSI	$224,700.00	$226,709.00	$161,753.40	$222,910.00	$222,910.00
1005.41.4141.52300.00000	Retirement Contributions	$65,000.00	$65,000.00	$19,656.80	$50,000.00	$50,000.00
1005.41.4141.52400.00000	Employer HSA Contr.	$0.00	$0.00	$45,500.20	$35,000.00	$35,000.00
1005.41.4141.52401.00000	Employee Insurance Buyout	$0.00	$0.00	$0.00	$41,500.00	$41,500.00
1005.41.4141.52600.00000	Unemployment Compensatior	$10,000.00	$30,000.00	$2,198.09	$30,000.00	$17,797.11
1005.41.4141.52800.00000	Health Insurance	$555,000.00	$609,500.00	$365,210.72	$563,700.00	$543,700.00
1005.41.4141.52850.00000	Employer Dental	$0.00	$10,000.00	$7,851.06	$12,000.00	$12,000.00
DEPARTMENT: Fringe Benefits - 4141		$863,700.00	$950,209.00	$608,812.27	$965,110.00	$932,907.11

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1005.41.4143.53010.00000	Purch. Prof. Services - IT	$0.00	$0.00	$0.00	$70,000.00	$70,000.00
1005.41.4143.57300.00000	Equipment - IT	$5,000.00	$5,000.00	$2,737.73	$5,000.00	$5,000.00
1005.41.4143.57350.00000	Tech. Software - IT	$112,000.00	$90,000.00	$81,847.11	$40,000.00	$40,000.00
DEPARTMENT: Info. Technology - 4143		$117,000.00	$95,000.00	$84,584.84	$115,000.00	$115,000.00
1005.41.4147.51610.00000	Regular Employee - Town Cle	$118,015.00	$122,450.00	$95,537.55	$122,450.00	$122,450.00
1005.41.4147.51620.00000	Part Time - Town Clerk	$500.00	$500.00	$2,805.00	$500.00	$500.00
1005.41.4147.51630.00000	Overtime - Town Clerk	$300.00	$300.00	$373.38	$300.00	$300.00
1005.41.4147.53200.00000	Prof. Ed. Services - Town Cle	$300.00	$300.00	$0.00	$300.00	$300.00
1005.41.4147.53511.00000	Vital Stats Index & Record - T	$1,400.00	$1,400.00	$773.00	$1,400.00	$1,400.00
1005.41.4147.53512.00000	Microfilm Land Records - Tow	$18,500.00	$17,000.00	$11,584.42	$18,500.00	$18,000.00
1005.41.4147.53513.00000	Shredding -Town Clerk	$300.00	$300.00	$236.25	$360.00	$360.00
1005.41.4147.53514.00000	Restoration of Records - Towr	$5,000.00	$5,000.00	$0.00	$5,000.00	$5,000.00
1005.41.4147.55800.00000	Travel -Town Clerk	$200.00	$200.00	$74.75	$200.00	$200.00
1005.41.4147.56010.00000	Office Supplies - Town Clerk	$1,500.00	$1,500.00	$379.27	$1,600.00	$1,000.00
1005.41.4147.58100.00000	Dues & Fees - Town Clerk	$380.00	$380.00	$360.00	$400.00	$400.00
1005.41.4147.59010.00000	Meetings - Town Clerk	$300.00	$300.00	$0.00	$300.00	$300.00
DEPARTMENT: Town Clerk - 4147		$146,695.00	$149,630.00	$112,123.62	$151,310.00	$150,210.00
1005.41.4149.51620.00000	Part Time - Registrar	$29,950.00	$30,848.50	$22,166.64	$30,848.50	$30,848.50
1005.41.4149.53200.00000	Prof. Ed. Services - Registrar	$3,800.00	$3,800.00	$600.00	$3,800.00	$3,800.00
1005.41.4149.55800.00000	Travel - Registrar	$2,000.00	$2,000.00	$0.00	$2,000.00	$1,000.00
1005.41.4149.56010.00000	Supplies - Registrar	$400.00	$400.00	$100.00	$400.00	$400.00
DEPARTMENT: Registrar of Voters - 4149		$36,150.00	$37,048.50	$22,866.64	$37,048.50	$36,048.50

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Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.41.4150.51610.00000	Land Use Agent	$0.00	$116,000.00	$40,500.00	$78,000.00	$78,000.00
1005.41.4150.53010.00000	Purch. Prof. Services - Land U	$0.00	$90,000.00	$48,197.67	$10,000.00	$8,000.00
1005.41.4150.53200.00000	Prof. Ed. Services - Land Use	$0.00	$4,000.00	$200.00	$2,000.00	$2,000.00
1005.41.4150.55500.00000	Printing & Binding - Land Use	$0.00	$5,000.00	$0.00	$2,000.00	$1,000.00
1005.41.4150.56010.00000	Office Supplies -Land Use Ag	$0.00	$600.00	$0.00	$600.00	$600.00
1005.41.4150.56011.00000	Safety Supplies - Land Use A	$0.00	$500.00	$0.00	$500.00	$500.00
1005.41.4150.56400.00000	Books & Periodicals - Land Us	$0.00	$1,500.00	$0.00	$1,500.00	$1,000.00
1005.41.4150.58100.00000	Dues & Fees - Land Use Ager	$0.00	$800.00	$795.00	$800.00	$800.00
1005.41.4150.59010.00000	Meetings- Land Use Agent	$0.00	$1,200.00	$0.00	$1,200.00	$1,200.00
DEPARTMENT: Land Use Agent - 4150		$0.00	$219,600.00	$89,692.67	$96,600.00	$93,100.00
1005.41.4151.51610.00000	Land Use Planner	$112,490.00	$0.00	$0.00	$0.00	$0.00
1005.41.4151.51630.00000	Overtime - Land Use Commis	$3,500.00	$3,500.00	$1,897.39	$3,500.00	$3,000.00
1005.41.4151.53010.00000	Purch. Prof. Services - Land U	$19,000.00	$500.00	$187.50	$500.00	$500.00
1005.41.4151.53200.00000	Prof. Ed. Services - Land Use	$2,000.00	$1,500.00	$1,334.97	$1,500.00	$1,500.00
1005.41.4151.55500.00000	Printing & Binding - Land Use	$500.00	$500.00	$0.00	$500.00	$500.00
1005.41.4151.56010.00000	Office Supplies - Land Use - C	$400.00	$400.00	$159.53	$400.00	$400.00
1005.41.4151.56400.00000	Books & Periodicals - Land Us	$200.00	$200.00	$240.00	$200.00	$200.00
1005.41.4151.58100.00000	Dues & Fees - Land Use Com	$800.00	$150.00	$0.00	$300.00	$300.00
DEPARTMENT: Land Use Commission - 4151		$138,890.00	$6,750.00	$3,819.39	$6,900.00	$6,400.00
1005.41.4152.51620.00000	Building Committee Recording	$2,500.00	$2,500.00	$0.00	$1,250.00	$1,250.00
DEPARTMENT: Facilities Study - 4152		$2,500.00	$2,500.00	$0.00	$1,250.00	$1,250.00

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1005.41.4157.52700.00000	Workers' Compensation	$97,000.00	$100,000.00	$101,167.81	$110,000.00	$110,000.00
1005.41.4157.55200.00000	Insurance Other Than Employ	$97,775.00	$100,000.00	$105,679.76	$110,000.00	$110,000.00
DEPARTMENT: Insurance - 4157		$194,775.00	$200,000.00	$206,847.57	$220,000.00	$220,000.00
1005.41.4161.54410.00000	Rental of Land/Bldg. - Probate	$10,685.00	$10,400.00	$10,613.60	$10,400.00	$10,400.00
DEPARTMENT: Probate - 4161		$10,685.00	$10,400.00	$10,613.60	$10,400.00	$10,400.00
1005.41.4172.53010.00000	Purch. Prof. Services - Redev	$5,000.00	$3,000.00	$2,473.50	$4,000.00	$3,500.00
1005.41.4172.55400.00000	Advertising - Redev.	$1,500.00	$500.00	$0.00	$1,000.00	$1,000.00
DEPARTMENT: Redevelopment - 4172		$6,500.00	$3,500.00	$2,473.50	$5,000.00	$4,500.00
1005.41.4173.51610.00000	Regular Employee - Eco. Dev	$116,450.00	$119,465.00	$93,276.28	$119,465.00	$119,465.00
1005.41.4173.51640.00000	Cell Phone Stipend	$240.00	$240.00	$200.00	$240.00	$240.00
1005.41.4173.53010.00000	Purch. Prof. Services - Eco. D	$10,000.00	$5,000.00	$2,922.76	$7,000.00	$7,000.00
1005.41.4173.53500.00000	Business Retention Services -	$500.00	$0.00	$0.00	$500.00	$500.00
1005.41.4173.54300.00000	Repairs & Maint. - Eco. Dev.	$1,000.00	$1,000.00	$1,418.25	$0.00	$0.00
1005.41.4173.54400.00000	Equip. Rental/Lease - Eco. De	$3,000.00	$1,400.00	$1,112.64	$0.00	$0.00
1005.41.4173.54410.00000	Rental of Land/Buildings	$13,200.00	$13,200.00	$7,780.00	$0.00	$0.00
1005.41.4173.55400.00000	Advertising - Eco. Dev.	$3,000.00	$2,000.00	$922.00	$2,000.00	$1,500.00
1005.41.4173.55500.00000	Printing & Binding - Eco. Dev.	$600.00	$500.00	$0.00	$0.00	$0.00
1005.41.4173.55800.00000	Travel - Eco. Dev.	$800.00	$800.00	$0.00	$0.00	$0.00
1005.41.4173.55900.00000	Interagency Purchased Servic	$800.00	$0.00	$0.00	$800.00	$800.00
1005.41.4173.56010.00000	Office Supplies - Eco. Dev.	$400.00	$700.00	$418.04	$400.00	$400.00
1005.41.4173.56400.00000	Books & Periodicals - Eco. De	$300.00	$150.00	$0.00	$150.00	$150.00

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1005.41.4173.56900.00000	Custodial Supplies - Eco. Dev	$1,200.00	$1,300.00	$550.00	$0.00	$0.00
1005.41.4173.58100.00000	Dues & Fees - Eco. Dev.	$1,725.00	$1,750.00	$1,550.00	$1,750.00	$1,750.00
1005.41.4173.59010.00000	Meetings - Eco. Dev.	$1,000.00	$1,000.00	$0.00	$500.00	$500.00
DEPARTMENT: Economic Development - 4173		$154,215.00	$148,505.00	$110,149.97	$132,805.00	$132,305.00
1005.41.4197.51620.00000	Part Time - Elections	$16,000.00	$16,320.00	$15,025.83	$16,320.00	$16,320.00
1005.41.4197.53200.00000	Prof. Ed. Services - Elections	$700.00	$700.00	$800.00	$800.00	$800.00
1005.41.4197.54300.00000	Repairs & Maint. - Elections	$3,700.00	$3,700.00	$0.00	$3,700.00	$3,000.00
1005.41.4197.56010.00000	Supplies - Elections	$6,000.00	$6,000.00	$6,284.30	$6,000.00	$6,000.00
1005.41.4197.56300.00000	Meals/Food - Elections	$1,400.00	$1,400.00	$642.15	$1,400.00	$1,400.00
DEPARTMENT: Elections - 4197		$27,800.00	$28,120.00	$22,752.28	$28,220.00	$27,520.00
1005.41.4198.54400.00000	Equipment Rental/Lease	$5,000.00	$5,000.00	$3,511.84	$5,000.00	$5,000.00
1005.41.4198.55300.00000	Communications	$12,000.00	$12,000.00	$8,371.31	$12,000.00	$12,000.00
1005.41.4198.55301.00000	Postage	$23,500.00	$23,500.00	$14,466.09	$23,500.00	$23,500.00
1005.41.4198.55400.00000	Advertising	$3,000.00	$3,000.00	$2,090.92	$3,000.00	$3,000.00
1005.41.4198.56500.00000	Supplies - Technology Relate	$20,000.00	$5,000.00	$4,674.42	$5,000.00	$5,000.00
DEPARTMENT: Essential Services - 4198		$63,500.00	$48,500.00	$33,114.58	$48,500.00	$48,500.00
1005.41.4199.53010.00000	Purchased Prof. Services - El	$0.00	$5,000.00	$5,000.00	$0.00	$0.00
DEPARTMENT: Municipal Agent to the Elderly - 4199		$0.00	$5,000.00	$5,000.00	$0.00	$0.00
1005.42.4213.51610.00000	Regular Employee - Building (	$128,675.00	$136,997.00	$106,796.64	$136,997.00	$136,997.00
1005.42.4213.53010.00000	Purchased Prof. Services - Bu	$2,000.00	$2,000.00	$0.00	$2,000.00	$1,500.00

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Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.42.4213.55500.00000	Printing & Binding - Building C	$1,000.00	$500.00	$161.00	$700.00	$700.00
1005.42.4213.56010.00000	Office Supplies - Bldg Official	$600.00	$600.00	$287.49	$800.00	$800.00
1005.42.4213.56011.00000	Safety Supplies - Building Offi	$500.00	$500.00	$185.75	$500.00	$500.00
1005.42.4213.56015.00000	Blight - Bldg Official	$0.00	$0.00	$1,271.16	$0.00	$0.00
1005.42.4213.56400.00000	Books & Periodicals - Building	$1,500.00	$1,600.00	$0.00	$1,700.00	$1,700.00
1005.42.4213.58100.00000	Dues & Fees - Building Officia	$750.00	$250.00	$95.00	$250.00	$250.00
1005.42.4213.59010.00000	Meetings - Building Official	$100.00	$1,000.00	$0.00	$1,500.00	$1,000.00
DEPARTMENT: Building Official - 4213		$135,125.00	$143,447.00	$108,797.04	$144,447.00	$143,447.00
1005.42.4215.53010.00000	Purch. Prof. Services - Animal	$29,475.00	$29,594.00	$29,594.25	$29,825.00	$29,825.00
DEPARTMENT: Animal Control - 4215		$29,475.00	$29,594.00	$29,594.25	$29,825.00	$29,825.00
1005.42.4219.51620.00000	Part Time - Fire Marshal	$63,740.00	$65,652.00	$50,613.76	$65,652.00	$65,652.00
1005.42.4219.53200.00000	Prof. Ed. Services - Fire Mars	$1,000.00	$1,000.00	$0.00	$1,000.00	$1,000.00
1005.42.4219.54300.00000	Repairs & Maintenance - Fire	$0.00	$0.00	$0.00	$1,000.00	$500.00
1005.42.4219.55400.00000	Advertising - Fire Marshal	$700.00	$700.00	$0.00	$700.00	$700.00
1005.42.4219.55800.00000	Travel - Fire Marshal	$1,000.00	$1,300.00	$1,565.06	$1,800.00	$1,800.00
1005.42.4219.56010.00000	Office Supplies - Fire Marshal	$550.00	$600.00	$112.86	$600.00	$600.00
1005.42.4219.56011.00000	Safety Supplies - Fire Marsha	$800.00	$800.00	$434.89	$800.00	$800.00
1005.42.4219.56100.00000	General Supplies - Fire Marsh	$400.00	$400.00	$384.88	$500.00	$500.00
1005.42.4219.56300.00000	Meals/Food - Fire Marshal	$200.00	$200.00	$19.99	$200.00	$200.00
1005.42.4219.56400.00000	Books & Periodicals - Fire Ma	$400.00	$400.00	$149.00	$500.00	$500.00
1005.42.4219.56900.00000	Fire Marshall uniforms	$2,000.00	$500.00	$423.00	$500.00	$500.00
1005.42.4219.57300.00000	Equipment - Fire Marshal	$500.00	$1,200.00	$366.40	$1,200.00	$1,200.00

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1005.42.4219.58100.00000	Dues & Fees - Fire Marshal	$1,200.00	$2,000.00	$375.00	$3,000.00	$3,000.00
DEPARTMENT: Fire Marshal - 4219		$72,490.00	$74,752.00	$54,444.84	$77,452.00	$76,952.00
1005.42.4223.51620.00000	Part Time - Emerg.Mgmt.	$14,475.00	$15,023.40	$11,475.47	$15,023.40	$15,023.40
1005.42.4223.53200.00000	Prof. Ed. Services	$300.00	$700.00	$0.00	$700.00	$700.00
1005.42.4223.55800.00000	Travel - Emerg.Mgmt.	$700.00	$500.00	$0.00	$500.00	$500.00
1005.42.4223.56010.00000	Office Supplies - Emerg.Mgmt	$250.00	$250.00	$57.82	$300.00	$300.00
1005.42.4223.56300.00000	Meals/Food	$200.00	$200.00	$0.00	$200.00	$200.00
1005.42.4223.56900.00000	Uniforms	$0.00	$300.00	$65.00	$300.00	$300.00
DEPARTMENT: Emerg.Mgmt. - 4223		$15,925.00	$16,973.40	$11,598.29	$17,023.40	$17,023.40
1005.43.4302.51610.00000	Regular Employees - Town Bu	$0.00	$0.00	$0.00	$75,000.00	$79,500.00
1005.43.4302.53010.00000	Purchased Prof. Services - To	$27,000.00	$27,000.00	$17,357.69	$18,100.00	$18,100.00
1005.43.4302.54301.00000	Bldg Maint.- Purchased - Tow	$23,500.00	$23,500.00	$8,672.91	$27,050.00	$27,050.00
1005.43.4302.56100.00000	General Supplies - Town Bldg	$2,500.00	$2,500.00	$63.95	$2,500.00	$2,500.00
1005.43.4302.56110.00000	Bridge Inspections	$0.00	$0.00	$0.00	$40,000.00	$40,000.00
1005.43.4302.56112.00000	Storm Water Permit Maint	$0.00	$0.00	$0.00	$40,000.00	$40,000.00
1005.43.4302.56210.00000	Natural Gas - Town Buildings	$10,000.00	$10,000.00	$9,448.11	$3,000.00	$3,000.00
1005.43.4302.56220.00000	Electricity - Town Bldgs	$31,000.00	$31,000.00	$18,768.43	$73,414.00	$73,414.00
1005.43.4302.56290.00000	Water/Sewer fees - Town Bldg	$4,000.00	$4,000.00	$3,039.16	$10,000.00	$10,000.00
1005.43.4302.56900.00000	Custodial Supplies - Town Bld	$1,500.00	$1,500.00	$908.55	$3,000.00	$3,000.00
DEPARTMENT: Town Building - 4302		$99,500.00	$99,500.00	$58,258.80	$292,064.00	$296,564.00
1005.43.4303.51610.00000	Regular Employee - Public W	$774,476.00	$789,965.52	$554,912.38	$749,965.52	$749,965.52

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1005.43.4303.51630.00000	Overtime - Public Works	$65,000.00	$70,000.00	$47,805.62	$70,000.00	$70,000.00
1005.43.4303.51640.00000	Cell Phone Stipend	$1,200.00	$1,200.00	$500.00	$1,200.00	$1,200.00
1005.43.4303.53010.00000	Purch. Prof. Services - Public	$11,000.00	$11,000.00	$8,302.53	$11,000.00	$11,000.00
1005.43.4303.53200.00000	Prof. Ed. Services - Public W	$3,500.00	$3,500.00	$3,891.68	$3,500.00	$3,500.00
1005.43.4303.53500.00000	Tech. Serv. - Public Works	$6,000.00	$30,000.00	$28,462.50	$35,000.00	$35,000.00
1005.43.4303.53900.00000	Other Prof. Tech. Services - P	$500.00	$500.00	$65.00	$0.00	$0.00
1005.43.4303.54103.00000	Snow Plowing/Sanding - Pub	$125,000.00	$100,000.00	$120,229.18	$125,000.00	$100,000.00
1005.43.4303.54300.00000	Repairs & Maint. - Public Wo	$130,000.00	$130,000.00	$80,770.12	$130,000.00	$120,000.00
1005.43.4303.54301.00000	Bldg. Maint. - Purch.- Public \	$8,000.00	$8,000.00	$7,916.07	$8,000.00	$8,000.00
1005.43.4303.55300.00000	Communications - Public Wo	$2,500.00	$2,500.00	$3,292.60	$3,500.00	$3,500.00
1005.43.4303.55400.00000	Advertising - Public Works	$250.00	$250.00	$0.00	$250.00	$250.00
1005.43.4303.56010.00000	Office Supplies - Public Work	$600.00	$600.00	$379.82	$600.00	$600.00
1005.43.4303.56100.00000	General Supplies - Public Wo	$6,000.00	$6,000.00	$5,101.57	$6,000.00	$6,000.00
1005.43.4303.56220.00000	Electricity - Public Works	$8,000.00	$8,000.00	$4,078.50	$8,000.00	$8,000.00
1005.43.4303.56230.00000	Bottled Gas - Public Works	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00
1005.43.4303.56260.00000	Gasoline - Public Works	$50,000.00	$50,000.00	$44,288.73	$120,000.00	$120,000.00
1005.43.4303.56295.00000	Bituminous	$65,000.00	$85,000.00	$75,119.34	$100,000.00	$100,000.00
1005.43.4303.56300.00000	Meals/Food - Public Works	$2,000.00	$2,000.00	$648.26	$2,000.00	$2,000.00
1005.43.4303.56900.00000	Custodial Supplies - Public W	$1,200.00	$1,200.00	$1,054.01	$1,300.00	$1,300.00
1005.43.4303.56901.00000	Hand Tools - Public Works	$2,500.00	$2,500.00	$1,342.55	$2,500.00	$2,500.00
1005.43.4303.58100.00000	Dues & Fees Public Works	$500.00	$500.00	$530.00	$500.00	$500.00
DEPARTMENT: Public Works - 4303		$1,273,226.00	$1,312,715.52	$998,690.46	$1,388,315.52	$1,353,315.52
1005.43.4317.53010.00000	Purch. Prof. Services - Refuse	$45,000.00	$45,000.00	$7,964.50	$50,000.00	$50,000.00

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1005.43.4317.54101.00000	Refuse Removal	$404,650.00	$404,650.00	$321,988.13	$416,790.00	$416,790.00
DEPARTMENT: Waste Collection - 4317		$449,650.00	$449,650.00	$329,952.63	$466,790.00	$466,790.00
1005.44.4417.51620.00000	Part Time - Aging	$0.00	$0.00	$0.00	$1,500.00	$1,500.00
1005.44.4417.53010.00000	Purch. Prof. Services - Aging	$500.00	$1,000.00	$0.00	$500.00	$500.00
1005.44.4417.55400.00000	Advertising - Aging	$1,000.00	$1,000.00	$515.00	$1,000.00	$1,000.00
1005.44.4417.55500.00000	Printing & Binding - Aging	$4,000.00	$2,500.00	$763.00	$1,500.00	$1,500.00
1005.44.4417.55800.00000	Transportation - Aging	$3,700.00	$3,000.00	$0.00	$1,000.00	$1,000.00
1005.44.4417.56010.00000	Office Supplies - Aging	$500.00	$500.00	$0.00	$500.00	$500.00
1005.44.4417.56100.00000	General Supplies - Aging	$600.00	$2,300.00	$1,741.63	$2,300.00	$2,300.00
DEPARTMENT: Coucil on Aging - 4417		$10,300.00	$10,300.00	$3,019.63	$8,300.00	$8,300.00
1005.44.4421.51620.00000	Part Time - Veteran's	$5,125.00	$5,227.50	$3,844.98	$5,227.50	$5,227.50
1005.44.4421.55800.00000	Travel - Veterans	$250.00	$250.00	$0.00	$250.00	$250.00
1005.44.4421.56010.00000	Office Supplies - Veterans	$250.00	$250.00	$0.00	$250.00	$250.00
DEPARTMENT: Veteran's Services - 4421		$5,625.00	$5,727.50	$3,844.98	$5,727.50	$5,727.50
1005.44.4427.54010.00000	Purchased Property Services	$3,000.00	$3,000.00	$0.00	$3,000.00	$3,000.00
DEPARTMENT: Social Services - 4427		$3,000.00	$3,000.00	$0.00	$3,000.00	$3,000.00
1005.44.4499.58250.10000	United Soc. & Mental Health	$5,481.00	$6,708.80	$6,708.80	$6,708.80	$6,708.80
1005.44.4499.58250.10010	Holiday Observance	$7,000.00	$5,000.00	$4,437.68	$6,000.00	$6,000.00
1005.44.4499.58250.10015	E. CT Conservation Dist.	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
1005.44.4499.58250.10020	NE CT Transit Dist.	$16,375.00	$21,230.00	$16,441.25	$16,500.00	$16,500.00

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1005.44.4499.58250.10030	TEEG Juv. Review Bd	$3,000.00	$3,000.00	$3,000.00	$3,000.00	$3,000.00
1005.44.4499.58250.10035	Performing Arts Ctr	$1,000.00	$1,000.00	$0.00	$1,000.00	$1,000.00
1005.44.4499.58250.10040	NE CT Council of Gov.	$8,889.00	$9,000.00	$8,925.25	$8,925.25	$8,925.25
1005.44.4499.58250.10050	CT Council of Muni.	$6,161.00	$6,161.00	$6,161.00	$6,161.00	$6,161.00
1005.44.4499.58250.10060	Transit Dist. Elderly/Disabled	$4,775.00	$4,775.00	$4,788.25	$4,788.25	$4,788.25
1005.44.4499.58250.10070	Aspinock Hist. Soc.	$5,000.00	$10,000.00	$10,000.00	$5,000.00	$5,000.00
1005.44.4499.58250.10080	Comm. Kitchens N.E.	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00
1005.44.4499.58250.10090	Access Agency	$500.00	$1,000.00	$0.00	$1,000.00	$1,000.00
1005.44.4499.58250.10100	Sexual Abuse Crisis Ctr.	$1,500.00	$1,500.00	$1,500.00	$1,500.00	$1,500.00
1005.44.4499.58250.10110	Putnam Amb.	$75,300.00	$89,900.00	$89,900.00	$106,400.00	$106,400.00
1005.44.4499.58250.10120	NE Comm. Sub. Abuse	$6,709.00	$6,709.00	$0.00	$6,709.00	$6,709.00
1005.44.4499.58250.10130	NE Dist. Dept. of Health	$49,125.00	$54,021.25	$54,021.25	$65,723.00	$65,723.00
1005.44.4499.58250.10140	Arts Council	$1,000.00	$1,000.00	$0.00	$1,200.00	$1,200.00
1005.44.4499.58250.10150	Paramedic Int. Costs	$28,500.00	$33,250.00	$12,549.30	$33,250.00	$33,250.00
1005.44.4499.58250.10160	CT Council of Sm. Towns	$825.00	$825.00	$825.00	$825.00	$825.00
1005.44.4499.58250.10170	Interfaith Hum. Serv.	$10,000.00	$10,000.00	$10,000.00	$10,000.00	$10,000.00
1005.44.4499.58250.10190	QV Senior Citzens	$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
1005.44.4499.58250.10205	Putnam Cemetary Associatior	$0.00	$2,000.00	$2,000.00	$2,000.00	$2,000.00
1005.44.4499.58250.10210	TVCCA	$11,600.00	$11,600.00	$11,600.00	$36,600.00	$36,600.00
1005.44.4499.58250.10220	NE CT COG Reg. Eng.	$22,866.00	$23,018.00	$23,017.75	$23,018.00	$23,018.00
DEPARTMENT: Outside Agency Cont. - 4499		$269,106.00	$305,198.05	$269,375.53	$349,808.30	$349,808.30
1005.45.4503.51610.00000	Regular Employee - Recreatic	$166,751.00	$149,662.00	$117,175.75	$152,000.00	$152,000.00
1005.45.4503.51621.00000	Seasonal - Rec.	$83,327.00	$89,625.00	$60,198.54	$89,000.00	$89,000.00

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1005.45.4503.51640.00000	Cell Phone Stipend	$0.00	$0.00	$700.00	$840.00	$840.00
1005.45.4503.53010.00000	Prof. Serv. - Rec.	$72,520.00	$72,520.00	$38,977.07	$72,520.00	$72,520.00
1005.45.4503.53200.00000	Training - Rec.	$200.00	$200.00	$0.00	$200.00	$200.00
1005.45.4503.54300.00000	Repairs & Maint - Rec.	$8,000.00	$8,000.00	$4,535.65	$8,000.00	$8,000.00
1005.45.4503.55400.00000	Advertising - Rec.	$13,000.00	$12,000.00	$5,925.17	$10,000.00	$10,000.00
1005.45.4503.55810.00000	Transportation - Rec.	$8,000.00	$8,200.00	$0.00	$8,200.00	$8,200.00
1005.45.4503.56010.00000	Office Supplies - Rec.	$1,000.00	$1,000.00	$281.70	$1,000.00	$1,000.00
1005.45.4503.56012.00000	Rec. Supplies	$11,000.00	$11,000.00	$7,478.57	$10,000.00	$10,000.00
1005.45.4503.56100.00000	Gen. Supplies - Rec.	$3,000.00	$3,000.00	$2,884.60	$3,000.00	$3,000.00
1005.45.4503.56220.00000	Electriity - Rec,	$23,100.00	$23,100.00	$9,935.20	$20,000.00	$20,000.00
1005.45.4503.56240.00000	Fuel Oil - Rec.	$1,000.00	$1,000.00	$445.06	$1,000.00	$1,000.00
1005.45.4503.56290.00000	Water/Sewer Fees - Rec.	$8,157.00	$8,500.00	$5,867.47	$8,500.00	$8,500.00
1005.45.4503.56900.00000	Cust. Supplies - Rec.	$1,500.00	$1,500.00	$1,138.49	$1,500.00	$1,500.00
1005.45.4503.58100.00000	Dues & Fees - Rec.	$100.00	$150.00	$105.00	$150.00	$150.00
1005.45.4503.59010.00000	Meetings - Rec.	$100.00	$100.00	$0.00	$100.00	$100.00
DEPARTMENT: Recreation - 4503		$400,755.00	$389,557.00	$255,648.27	$386,010.00	$386,010.00
1005.45.4505.51610.00000	Regular Employee - Parks & (	$70,845.00	$113,000.00	$93,660.09	$138,748.00	$138,748.00
1005.45.4505.51620.00000	Part Time - Parks & Grounds	$20,400.00	$0.00	$0.00	$0.00	$0.00
1005.45.4505.51630.00000	Overtime - Parks & Grounds	$6,300.00	$6,500.00	$8,878.50	$8,500.00	$8,500.00
1005.45.4505.51640.00000	Cell Phone Stipend	$240.00	$240.00	$200.00	$720.00	$720.00
1005.45.4505.53200.00000	Parks & Grounds- Training	$500.00	$500.00	$500.00	$500.00	$500.00
1005.45.4505.54300.00000	Repairs & Maint. - Parks/Grnd	$5,500.00	$7,500.00	$4,655.53	$7,500.00	$7,500.00
1005.45.4505.56012.00000	Event Supplies - Parks/Grnd.	$12,500.00	$11,000.00	$14,601.89	$10,000.00	$10,000.00

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1005.45.4505.56100.00000	Gen. Supplies - Parks/Grnd.	$1,000.00	$1,000.00	$805.22	$1,000.00	$1,000.00
1005.45.4505.56900.00000	Ground Supplies - Parks/Grnc	$8,000.00	$8,000.00	$4,479.91	$8,000.00	$8,000.00
1005.45.4505.56901.00000	Hand Tools - Parks/Grnd.	$3,000.00	$3,000.00	$2,028.76	$3,000.00	$3,000.00
DEPARTMENT: Parks & Grounds - 4505		$128,285.00	$150,740.00	$129,809.90	$177,968.00	$177,968.00
1005.45.4509.56010.00000	Office Supplies - Muni. Histori	$500.00	$500.00	$500.00	$500.00	$500.00
DEPARTMENT: Municipal Historian - 4509		$500.00	$500.00	$500.00	$500.00	$500.00
1005.48.4801.58010.00000	Debt Service - Ash Repaymer	$79,744.00	$79,744.00	$0.00	$79,744.00	$79,744.00
1005.48.4801.58011.00000	Debt Service - Q Park Princip	$16,000.00	$16,000.00	$0.00	$16,000.00	$16,000.00
1005.48.4801.58012.00000	Debt Service HS Principal	$495,000.00	$492,750.00	$495,000.00	$495,000.00	$495,000.00
1005.48.4801.58013.00000	Debt Service HS - Interest	$436,125.00	$442,250.00	$411,375.00	$386,625.00	$386,625.00
1005.48.4801.58014.00000	Lease - Freighliner Plow (2 tru	$0.00	$0.00	$0.00	$51,065.43	$51,065.43
1005.48.4801.58015.00000	Lease - Freighliner Plow FY 2	$0.00	$0.00	$0.00	$28,318.05	$28,318.05
1005.48.4801.58320.00000	Debt Service - Ash Repaymer	$4,984.00	$4,984.00	$0.00	$4,984.00	$4,984.00
1005.48.4801.58321.00000	Debt Service - Q Park Interest	$13,320.00	$13,320.00	$0.00	$12,600.00	$12,600.00
1005.48.4801.58322.00000	Debt Service - Municipal Com	$0.00	$550,000.00	$550,000.00	$550,000.00	$550,000.00
1005.48.4801.58323.00000	Debt Service - Municipal Com	$0.00	$298,855.00	$209,672.19	$374,000.00	$374,000.00
DEPARTMENT: Debt Service - 4801		$1,045,173.00	$1,897,903.00	$1,666,047.19	$1,998,336.48	$1,998,336.48
1005.49.4902.57000.00000	Capital Non-Recurring	$600,000.00	$0.00	$0.00	$0.00	$0.00
DEPARTMENT: Capital Non-Recurring - 4902		$600,000.00	$0.00	$0.00	$0.00	$0.00
1005.50.5001.53010.00000	Revaluation	$22,313.00	$22,313.00	$0.00	$22,313.00	$22,313.00

FY 22 BOF Budget

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.50.5001.56903.00000	Contingency	$100,000.00	$100,000.00	$79,254.29	$150,000.00	$100,000.00
1005.50.5001.57000.00000	Equipment Reserves	$66,959.00	$96,959.00	$0.00	$126,959.00	$126,959.00
DEPARTMENT: Contingency/Reserve - 5001		$189,272.00	$219,272.00	$79,254.29	$299,272.00	$249,272.00
Grand Total:		$7,472,095.00	$7,931,400.49	$5,947,635.28	$8,361,636.89	$8,231,834.00

End of Report

Section 2
Library

Town of Putnam

FY 22 Library Budget

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.45.4501.51610.00000	Regular Employee - Library	$337,782.00	$337,782.00	$260,504.71	$337,976.00	$338,476.00
1005.45.4501.51611.00000	Town Shared Personnel	$0.00	$0.00	$0.00	$20,800.00	$16,300.00
1005.45.4501.53010.00000	Purch. Prof. Services - Library	$2,000.00	$1,500.00	$730.00	$1,500.00	$1,000.00
1005.45.4501.53100.00000	Official/Admin Services - Libra	$325.00	$0.00	$0.00	$0.00	$0.00
1005.45.4501.53200.00000	Prof. Ed. Services - Library	$750.00	$0.00	$159.54	$0.00	$0.00
1005.45.4501.53500.00000	Technical Services - Library	$11,380.00	$10,500.00	$3,621.54	$2,000.00	$2,000.00
1005.45.4501.53510.00000	Data Proc. & Coding Serv. - L	$27,340.00	$25,000.00	$22,948.38	$26,000.00	$25,000.00
1005.45.4501.54300.00000	Repairs & Maint. - Library	$10,000.00	$8,000.00	$3,871.96	$2,666.00	$2,000.00
1005.45.4501.55300.00000	Communications - Library	$500.00	$600.00	$551.56	$600.00	$500.00
1005.45.4501.55800.00000	Travel Reimburse - LIbrary	$450.00	$300.00	$0.00	$300.00	$200.00
1005.45.4501.56010.00000	Office Supplies - Library	$7,000.00	$7,000.00	$2,598.22	$7,000.00	$6,500.00
1005.45.4501.56100.00000	Gen. Supplies - Library	$2,300.00	$2,000.00	$319.69	$2,000.00	$2,000.00
1005.45.4501.56220.00000	Electricity - Library	$13,000.00	$11,000.00	$6,562.75	$14,667.00	$11,000.00
1005.45.4501.56240.00000	Fuel Oil - Library	$9,600.00	$9,000.00	$4,976.73	$3,000.00	$0.00
1005.45.4501.56290.00000	Water/Sewer fees - Library	$1,272.00	$1,272.00	$541.54	$1,696.00	$1,500.00
1005.45.4501.56400.00000	Periodicals - Library	$5,000.00	$3,000.00	$2,015.92	$3,000.00	$3,000.00
1005.45.4501.56420.00000	Library Books	$23,000.00	$19,301.00	$9,753.03	$20,000.00	$17,000.00
1005.45.4501.56440.00000	Non-print Books - Library	$4,500.00	$3,400.00	$913.33	$4,000.00	$3,429.00
1005.45.4501.57330.00000	Furnishings - Library	$500.00	$0.00	$0.00	$0.00	$0.00
1005.45.4501.57340.00000	Tech.- Related Hardward - Lit	$3,500.00	$345.00	$0.00	$3,500.00	$0.00
DEPARTMENT: Library - 4501		$460,199.00	$440,000.00	$320,068.90	$450,705.00	$429,905.00
Grand Total:		$460,199.00	$440,000.00	$320,068.90	$450,705.00	$429,905.00

End of Report

Section 3
Board of Education Budget

Putnam

Board of Finance Meeting
March 9, 2021

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Section A
Superintendent's Presentation for 2021/2022
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Superintendent's Proposed Budget

Fiscal Year 2021-22

Putnam Public Schools Data October 1, 2020 State Report

Student Enrollment

1113

Certified Staff

127.5

Non-Certified Staff

126.5

Budget Drivers

- Contractual Obligations

Salary Increases, Health Care Costs, Maintenance Contracts

- Special Education

Out of District Tuition, Transportation, Increases in Services (OT / PT)

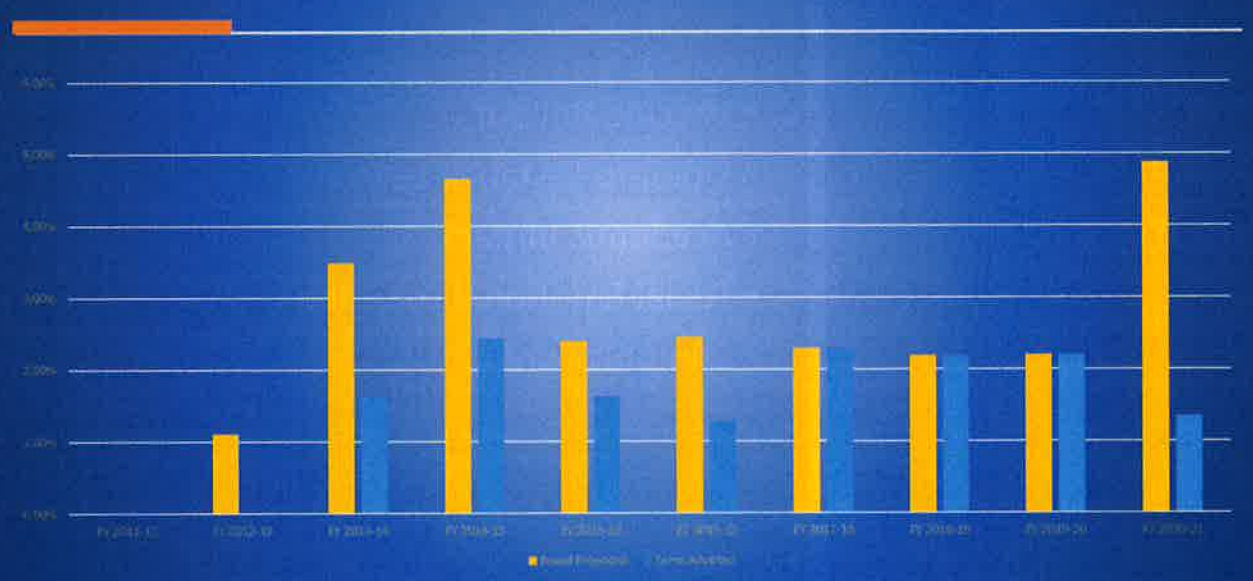
- Programs & Services to Improve Educational Outcomes

Career Pathway Program, New Math Program, PMS Social Worker, ELL Teacher

Pandemic Related Considerations

- Vaccine Rollout
- Opt into Distance Learning
- Academic Impact
- Social Emotional Learning
- Stimulus Funds

Putnam 10 Year Budget Request History



Budget History

		Board Proposed	Town Adopted
10-Year Average	FY 2011-2021	2.57%	1.50%
5-Year Average	FY 2016-2021	2.80%	1.87%

What is NCE?

Net current expenditures (NCE) are calculated as defined in Connecticut General Statutes (C.G.S.) Section 10-261(a)(3). NCE includes all current public elementary and secondary expenditures from all sources, excluding reimbursable regular education transportation, tuition revenue, capital expenditures for land, buildings and equipment, and debt service. The information for determining NCE is provided from the Education Financial System (EFS).

Net Current Expenditure Comparison – DRG "G"

District	2016-17	District	2017-18	District	2018-19	District	2019-20
Bristol	14044	Plainfield	14403.2	Bristol	15033	Naugatuck	15249.82
Plainfield	14649	Bristol	15047.11	Naugatuck	15196	Plainfield	15408.56
Naugatuck	14716	Naugatuck	15093.91	Plainfield	15233	Bristol	15960.9
Vernon	15484	Stratford	15801.58	East Haven	16012	East Haven	16069.77
East Haven	15596	Groton	16207.5	Groton	16304	Groton	16480.53
Groton	15813	Manchester	16356.32	Manchester	16359	Manchester	16883.02
Manchester	15836	Vernon	16571.59	Putnam	16515	Stratford	16885.87
Stratford	15985	East Haven	16585.48	Stratford	16555	Vernon	17214.63
Torrington	16606	Torrington	16900.97	Vernon	16643	Putnam	17892.09
Middletown	16695	Middletown	17336.9	Torrington	17664	Torrington	17932.52
Killingly	17528	Putnam	17431.87	Middletown	17985	Killingly	18232.36
Putnam	17553	Killingly	18819.18	Killingly	18824	Middletown	18987.53
Hamden	18786	Hamden	18985.6	Hamden	19964	Hamden	19983.24
Winchester	20105	Winchester	19853.49	Winchester	20422	Winchester	20820.79
Bloomfield	20915	Bloomfield	21688.31	Bloomfield	21510	Bloomfield	22139.52

NCE Local Contributions

District	2018-19	Local
Putnam	16515	7598
Naugatuck	15196	7934
Plainfield	15233	8329
Bristol	15033	8385
East Haven	16012	9066
Killingly	18824	9644
Vernon	16643	9917
Groton	16304	10608
Manchester	16359	10829
Winchester	20422	11030
Torrington	17664	11068
Middletown	17985	12527
Stratford	16555	13303
Bloomfield	21510	13848
Hamden	19964	14774

Efforts to be Fiscally Responsible

- Long term contracts with ABM, AA Transportation and Apex.
- We continue to pursue Medicaid Reimbursement.
- Implementation of SyAM Software and intelligent power management.
- Increased use of electronic communication.
- PHS & PMS solar project.

FY 2021-22
Proposed
Budget

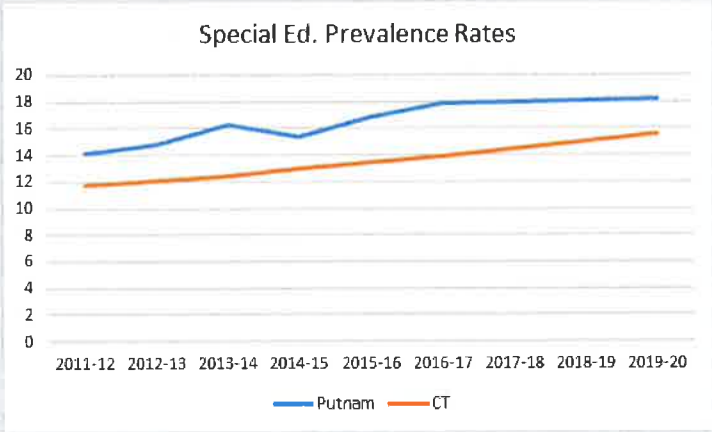
AMOUNT
___19,442,299_____

% Increase __3.45_____

Today's Investment in Putnam's Youth

- Special Education Programs
- Putnam High School
- Putnam Middle School
- Putnam Elementary School

Special Education History and Trends



- Special Education Prevalence is trending upward statewide
- Putnam's trend line is higher but consistent with state's rate of increase since 2011
- Factors for Putnam's prevalence rate:
  - Higher autism population
  - Higher emotional disturbance population
  - Consistent special ed. census with decreased overall census
- District Efforts :
  - Focus on SRBI district-wide
  - Re-allocation/repurposing of staff and programs
  - SERC audit

Out of District Placements
Include:
Students placed by DCF (Putnam Nexus)
Students placed by district
Students placed by court
Students with IEP's attending schools of choice
Any expelled students must now have full programming

26-29 students annually

District efforts to provide students with appropriate services in district:
Academic and Behavioral SRBI pre-K-12
Behavioral support programs K-12 with level of inclusion individually based
Autism/I.D. programming K-12 with level of inclusion individually based
School based counseling pre-K-12
School Social Workers pre-K-5, 9-12
BCBA contract with Groden Center

Placement in district programming is always our first option and goal is always to return outplaced students to district. Among our outplaced students we find:

- **Broad age/grade range combined with broad range of educational and/or safety needs:**
  - Cognitive
  - Behavioral
  - Psychological/psychiatric
  - Grade 2-12
- **Intensity of behavioral concerns/judicial involvement:**
  - Threatening
  - Vandalism
  - Burglary
  - Assault
  - Sexual assault
- **Intensity of psychiatric concerns:**
  - delusions,
  - hallucinations
  - disordered thinking

Special Education Variables

- Excess Cost Reimbursement
  - District reimbursement based on exceeding a 1x cost for DCF or court placement or 4.5x cost for district placement
  - Each year the state determines (in the spring) how much of this they are actually going to provide- generally only 70-75% of their share
  - 1x and 4.5 costs are based on a formula and can vary per year.
    - This year these numbers were increased for our district, after our budget was determined
- Students
  - Students new to District: Example: in November of this year we had 3 students with IEP's for outplacement move into district – including a residential placement
  - Level of need: Example: increase in high needs students at K level over past 2 years has necessitated an increase in service level and resources. Number of students with autism rose by 20% from last year to this, largely due to a high number of such students coming up from pre-K.

Putnam High School 2021-22

Curricular Enhancements and Supporting Materials

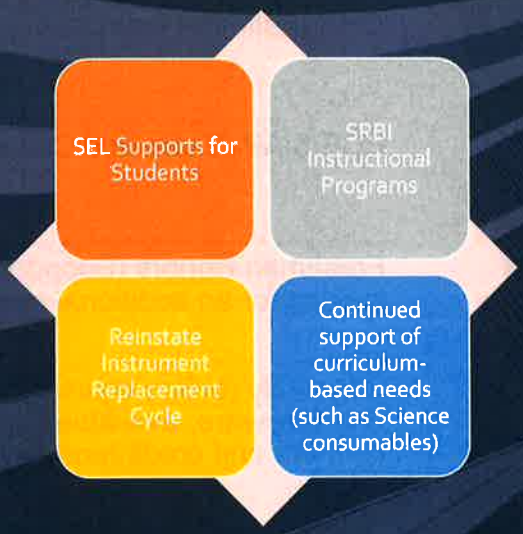
CNA (Path that leads to certification)

ECE & AP (Exam and College Credit Funding)

Freshman Honors (Supporting programs for students looking for an additional challenge)

Edgenuity (online course platform replacing Odysseyware, available for opt-in to distance learners and credit recovery)

PUTNAM MIDDLE SCHOOL 2021/2022sy



Putnam Elementary School
2021-22

New math program for Grades PreK-5

Technology programs and skills

Library Media Program

Systematic and evidence based SRBI programs and interventions

Section B
Proposed Budget for 2021/2022
Index

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PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2021-2022

Object Code	Description	2020-21 Budget	2021-22 Proposed	Dollar Difference	Percent Difference
110	SUBSTITUTE TEACHERS	160,000	160,000	0	0.00%
111	CERTIFIED SALARIES	8,944,948	9,203,520	258,572	2.89%
112	NON-CERTIFIED SALARIES	1,780,289	1,691,124	(89,165)	-5.01%
113	EXTRA CURRICULAR	129,112	131,227	2,115	1.64%
114	COACHING SALARIES	165,936	169,248	3,312	2.00%
115	ATHLETIC TRANSPORTATION	15,545	15,545	0	0.00%
116	TUTORING	30,000	30,000	0	0.00%
200	FRINGE BENEFITS	201,547	235,507	33,960	16.85%
210	HEALTH/LIFE BENEFITS	1,668,215	1,831,117	162,902	9.77%
211	EARLY RETIREMENT/SICK PAYOUT	0	0	0	0.00%
220	FICA /MEDICARE	329,160	308,774	(20,386)	-6.19%
230	WORKER'S COMPENSATION	87,191	110,264	23,073	26.46%
240	PENSION	30,049	30,933	884	2.94%
260	UNEMPLOYMENT	22,300	22,300	0	0.00%
300	ADMIN CONFERENCES	10,300	7,100	(3,200)	-31.07%
301	SUPERINTENDENT'S EXPENSES	3,000	3,000	0	0.00%
303	PROGRAM ENHANCEMENT	150	150	0	0.00%
304	EVALUATIONS	26,500	26,500	0	0.00%
305	PHYSICAL THERAPY	57,200	60,700	3,500	6.12%
306	CONSULTING SERVICES	6,000	6,000	0	0.00%
307	OCCUPATIONAL THERAPY	87,500	87,500	0	0.00%
310	PHYSICALS	2,430	2,650	220	9.05%
320	PROFESSIONAL EDUCATIONAL SERV	179,354	168,613	(10,741)	-5.99%
321	APEX TECHNOLOGY SERVICES	0	199,188	199,188	100.00%
323	PURCHASED PROF/TECH	19,093	21,418	2,325	12.18%
330	SCHOOL/COMMUNITY	19,575	17,075	(2,500)	-12.77%
332	PROFESSIONAL DEVELOPMENT	25,000	25,000	0	0.00%
340	ATHLETIC PURCHASED SERVICES	57,744	58,920	1,176	2.04%
360	LEGAL FEES	25,500	25,500	0	0.00%
380	STAFF CONFERENCES	9,560	7,939	(1,621)	-16.96%
381	CABE DUES & FEES	9,022	9,022	0	0.00%
382	AUDIT & RELATED REPORTS	21,550	21,550	0	0.00%
390	GRADUATION EXPENSES	2,500	2,500	0	0.00%
400	REPAIR	12,282	14,532	2,250	18.32%
401	ATHLETIC REPAIR	4,500	4,500	0	0.00%
411	WATER	29,380	29,380	0	0.00%
420	ABM CLEANING SERVICES	914,078	941,452	27,374	2.99%
421	REFUSE REMOVAL	0	0	0	0.00%
424	LANDSCAPING	18,500	12,500	(6,000)	-32.43%
429	ABM MAINTENANCE SERVICES	85,081	87,682	2,601	3.06%
430	R & M BUILDINGS	21,690	25,390	3,700	17.06%
431	CODE COMPLIANCE	9,530	6,080	(3,450)	-36.20%
432	R & M OF BUSES	10,000	14,500	4,500	45.00%
433	INTERIOR MAINTENANCE	16,020	15,290	(730)	-4.56%
434	EXTERIOR MAINTENANCE	11,385	11,253	(132)	-1.16%
435	FACILITIES SERVICE CONTRACTS	33,950	36,670	2,720	8.01%
436	TECHNOLOGY SERVICE CONTRACTS	112,659	110,254	(2,405)	-2.13%
437	TRANSPORTATION MECHANIC	2,500	0	(2,500)	100.00%
440	RENTAL	42,188	42,188	0	0.00%
443	RENTAL - COMPUTERS	20,000	20,960	960	4.80%
510	SPECIAL EDUCATION	100,000	100,000	0	0.00%
519	STUDENT TRANSPORTATION	630,630	680,142	49,512	7.85%
520	INSURANCE	132,209	116,998	(15,211)	-11.51%
530	COMMUNICATIONS/POSTAGE	14,273	16,223	1,950	13.66%
531	TELEPHONE	10,200	10,200	0	0.00%
540	ADVERTISING	12,000	12,000	0	0.00%
550	PRINTING	16,175	12,975	(3,200)	-19.78%
560	TUITION	1,275,290	1,325,290	50,000	3.92%

PUTNAM BOARD OF EDUCATION
PROPOSED BUDGET
FY 2021-2022

Object Code	Description	2020-21 Budget	2021-22 Proposed	Dollar Difference	Percent Difference
561	VO-AG	81,876	81,876	0	0.00%
562	ADULT EDUCATION	57,000	58,045	1,045	1.83%
564	MAGNET SCHOOL TUITION	89,824	61,750	(28,074)	-31.25%
580	TRAVEL	12,643	12,043	(600)	-4.75%
601	BUILDING MAINTENANCE SUPPLIES	0	0	0	0.00%
602	SPORTS SUPPLIES	29,457	28,738	(719)	-2.44%
603	SECURITY	1,500	1,500	0	0.00%
604	SPORTS UNIFORMS	0	20,350	20,350	100.00%
611	INSTR. CLASSROOM SUPPLIES	196,476	211,780	15,304	7.79%
612	ADMINISTRATIVE SUPPLIES	13,951	13,401	(550)	-3.94%
621	NATURAL GAS	50,000	50,000	0	0.00%
622	ELECTRICITY	213,000	193,000	(20,000)	-9.39%
623	PROPANE	3,150	3,150	0	0.00%
624	FUEL OIL	125,340	110,400	(14,940)	-11.92%
626	GASOLINE	75,470	75,470	0	0.00%
641	TEXTBOOKS	17,320	15,656	(1,664)	-9.61%
642	BOOKS	13,205	12,905	(300)	-2.27%
643	REFERENCE BOOKS	920	800	(120)	-13.04%
644	PERIODICALS	2,292	1,547	(745)	-32.50%
645	NONPRINT	1,000	1,000	0	0.00%
650	TECHNOLOGY RELATED SUPPLIES	25,000	25,000	0	0.00%
690	SUPPORT MATERIALS	26,426	26,512	86	0.33%
730	EQUIPMENT	3,000	0	(3,000)	100.00%
732	VEHICLES	0	0	0	0.00%
733	FURNITURE	0	0	0	0.00%
734	TECHNOLOGY EQUIPMENT	22,000	22,000	0	0.00%
735	TECHNOLOGY SOFTWARE	0	0	0	0.00%
736	ATHLETIC EQUIPMENT	0	0	0	0.00%
811	ATHLETIC DUES AND FEES	16,046	16,246	200	1.25%
890	DUES AND FEES	56,314	62,787	6,473	11.49%
	Totals	**18,794,000**	**19,442,299**	**648,299**	**3.45%**
	On April 6, 2021, the Board of Finance recommended a budget of $18,963,407.	**18,794,000**	**18,963,407**	**169,407**	**0.90%**

Putnam Board of Education
BUDGET NARRATIVE
FY 2021-2022

SALARIES AND CONTRACTUAL BENEFITS

110 – Substitute Teachers
This account covers the cost for short and long-term substitute teachers. The current rate for substitutes is $100 per day. The district employs eight permanent substitute teachers. The Board increased the daily rates beginning in 2016-17 in an effort to remain competitive with surrounding towns.

111 – Certified Salaries
The certified salary account covers the contractual obligations for all administrators, teachers and other staff who hold a Connecticut teaching certificate. *The contractual wage increase for 2021-22 for administrators is 1.50% and the contractual wage increase for teachers for is 2.90%.*

It is important to note that when comparing last year's adopted budget to next year's proposed budget, an exact comparison cannot be made because the breakdown of teachers by step and degree is not the same and the actual people employed in the positions are not the same.

112 – Non-Certified Salaries
The non-certified salary account covers obligations for non-union support staff as well as support staff who are members of a bargaining unit. *The estimated increase for the non-certified non-union group is 1.50%, and the increase for AFSCME employee groups is estimated at 1.50%.* When comparing last year's adopted budget to next year's proposed budget, an exact comparison cannot be made because the number of positions may not be the same, the actual people employed in the positions may not be the same, and grant funding may change.

113 – Extra Curricular
The extra curricular account covers the contractual costs for stipends for after school programs, advisors, mentors, curriculum work and student work programs. The special education account includes stipends for students in the "Helping Hands" program, which is a school-to-work transition program, as well as summer evaluation work and an after school unified program.

The breakdown of funds is as follows:

	Adopted Budget FY 2020-21	**Proposed Budget FY 2021-22**
Elementary	$ 8,866	$ 9,036
Middle	$ 19,791	$ 20,096
High	$ 48,640	$ 49,535
District	$ 13,696	$ 13,910
Special Education	$ 38,119	$ 38,650
Totals	$ 129,112	$131,227

Section C
Budget Narrative for 2021/2022
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Putnam Board of Education
BUDGET NARRATIVE
FY 2021-2022

114 – Coaching
The coaching account covers the contractual stipends for 44 coaching positions (14 at the middle school and 29 at the high school), as well as 1 athletic director. *The contractual increase for coaching positions is 2.00%.* The breakdown of funds by school is as follows:

	Adopted Budget FY 2020-21	**Proposed Budget FY 2021-22**
Middle	$ 36,408	$ 37,134
High	$ 129,528	$ 132,114
Totals	$ 165,936	$ 169,248

115 – Athletic Transportation
This account covers the cost of bus drivers' salaries to transport students to athletic events.

116 – Tutoring
This account covers the cost for tutoring students who are homebound as a result of medical issues or for extended illnesses as well as other situations mandated by law. *The hourly rate next year for tutors is $30.41*

200 – Fringe Benefits
The fringe benefits account covers the cost for paid benefits such as: holidays, annuities, longevity, sick days and vacation days. These benefits vary by employee group.

210 – Health and Life Benefits
The health and life benefits account covers the cost for medical, prescription, dental and life insurance. It also includes the Board's contributions to the employees' health savings accounts. The Town and Board are self insured and belong to the Eastern Connecticut Health Insurance Program (ECHIP) collaborative. The premium shares for health insurance vary by employee group and range from 16% to 21% for the High Deductible Health Plans. As a result, the net cost to the Board varies by employee group. The Board offers two High Deductible Health Plans - $2,500/$5,000 and $3,000/$6,000.

211 – Early Retirement
The early retirement account covered the cost for the Retirement Incentive Program. Currently there are no early retirement incentive costs. The final year for the last plan was 2009-2010. In addition, it also covers the cost of paying employees for their unused sick time when they retire. The account is held by the Town.

220 – FICA/Medicare
The FICA/Medicare account covers the employer's cost for FICA and Medicare. The employer is required to pay 7.65% of non-certified salaries, substitute salaries, fringe benefits, tutoring, extra curricular and coaching stipends. In addition the employer has to pay 1.45% of all certified salaries for employees hired after July 1, 1986.

230 – Workers Compensation
The workers compensation account covers the employer's cost for workers compensation insurance. The employer is charged a percentage of each employee's salary. The percentage varies by employee group. *Rates are estimated as follows:*

Administration/Teaching/Clerical/All Other	*0.0058*
Nursing Services	*0.0121*
Food Services	*0.0264*
School Facilities	*0.0572*
Transportation	*0.0937*

240 – Pension
The pension program is optional for non-certified staff. For those employees who participate, this account covers the employer's contribution to the plan. The contribution represents a rate that is multiplied by the employee's salary. *The rate is determined by an actuary and is budgeted at no employer contribution for FY 2021-22. However, the Town and Board are using Pension Edge services and there are fees associated with this software. There are also fees for actuarial services to administer the plan.*

260 – Unemployment Compensation
The unemployment compensation account covers the employer's portion of benefits for employees who have left the district or who are eligible to collect as a result of a reduction in force. The Board employs an agent who specializes in unemployment compensation. The Board has been able to realize a savings as a result of utilizing an outside agent to monitor claims.

INSTRUCTIONAL AND OPERATING ACCOUNTS

300 – Admin Conferences
This account covers the cost for professional development for board members and administrators.

301 – Superintendent's Expenses
This account covers expenses incurred by the Superintendent in the performance of his professional duties. It is a contractual obligation.

303 – Program Enhancement
This account covers the cost for funding field trips or programs for gifted and talented students.

304 – Evaluations
This account covers the cost for independent educational evaluations as required for students with special needs. It includes psychiatric and neurological evaluations.

305 – Physical Therapy
This account covers the cost for purchasing physical therapy services from a vendor outside the district.

306 – Consulting Services
This account covers the cost for purchasing consulting services for the special education department for improving special education performance, including but not limited to, crisis intervention and restraint training.

307 – Occupational Therapy
This account covers the cost for purchasing occupational therapy services from a vendor outside the district.

310 – Physicals
The physical account covers the cost for assessment physicals for students in Grades 6 and 10. The account also includes physicals for bus drivers; the state mandates that bus drivers have a physical every two years. This account also covers the cost for random drug and alcohol screening for bus drivers. Finally, the account includes the cost for Hepatitis B shots, which can be required for new employees.

320 – Professional Educational Services
This account covers the cost for services from outside vendors that support the instructional program and its administration. It includes, but is not limited to, the following: academic and behavioral coaching, instructional on-line services, Odysseyware, Richer Picture, first aid and CPR training, speakers and dental screenings. This account also includes services associated with the library and music programs at the high school. *For the 2021-22 school year, the district will be purchasing the services of a nurse for students with special needs.*

321 – Apex Technology Services
This account covers the cost of purchasing information technology services. The district signed a 7-year contract with Apex Technology Group. Services include: high level engineering leadership, daily onsite technician, strategic planning, quarterly reporting, 24x7x365 network monitoring, disaster recovery, ongoing security assessment, help desk functions, procurement services and capital planning.

323 – Purchased Professional/Technical Services
This account covers the cost of purchasing specific professional or technical services from vendors outside the district. The funds in this account are for mandated translation and interpreting services for students who are English language learners. It also covers the cost associated with Fast Math, student portfolios, shredding services, on-line services and for updating the district's fixed asset inventory.

330 – School/Community Development
This account covers the cost for parent conferences and communications, community meetings, family fun night, positive behavior intervention supports (PBIS), volunteer recognition, student recognition assemblies, parent and faculty meetings, staff appreciation and special events.

332 – Professional Development
This account covers the cost for professional development activities in the district. Professional development is mandated for all teachers and administrators. Professional development is also mandated for paraprofessionals and food service staff by contract.

340 – Athletic Purchased Services
This account covers the cost for the following: athletic trainer, officials, umpires, sports physicals, timers, ball chasers, ticket sellers, doctors, police, nurses, chaperones, ambulance, course fees, Red Cross/CPR training, fingerprinting and coaches clinics.

360 – Legal Fees
This account covers all legal fees. It includes costs for general consultation, defense coverage, negotiations, due process hearings and settlement fees.

380 – Staff Conferences
This account covers the cost for staff to attend out-of-district conferences to enhance their knowledge, skills and abilities. State law also mandates individual designed professional development for teachers.

381 – CABE Dues and Fees
This account covers the cost for the district to belong to CABE – the Connecticut Association of Boards of Education. CABE focuses on helping Boards of Education promote student achievement, while providing districts the information and expertise that help both the Board and the Superintendent fulfill their governance and management responsibilities. CABE services have become essential due to educational mandates passed by the General Assembly in recent years.

382 – Audit and Related Reports
This account covers the cost for auditing fees. The Board is included with the Town for auditing services. The fees include the following audits: financial, grants and single audit (federal), single audit (state), EFS Year-End Expenditure Report, the food service program, the student activity accounts and the Family Resource Center, School Readiness and School Facilities accounts. This account also covers the cost for the district's GASB updates.

390 – Graduation Expenses
This account covers the costs associated with graduation activities at the high school. Costs include the following: programs, invitations, tickets, flowers, awards and pins.

400 – Repair
This account covers the cost for repairs to equipment such as: musical instruments, sewing machines, printers, scrubbers and vacuums.

401 – Athletic Repair
This account covers the cost for reconditioning football equipment. This is required to meet safety standards.

411 – Water
This account covers the cost for water and sewer usage for the district. The Board has two main accounts; one for the elementary/middle school and one for the high school. Other costs in this account include water services for hydrants and sprinkler systems at the schools.

420 – ABM Cleaning Services
This account covers the cost for custodial cleaning services for the schools. The district signed a 10-year contract with ABM. The contract also includes supplies.

421 – Refuse Removal
This account covers the cost for refuse removal for the schools. Funds for this service have been eliminated because the Board participates with the Town and there is no charge for the Board.

424 – Landscaping
This account covers the cost for improving the landscaping around the district buildings. It also covers the cost for items such as mulch and crushed stone for the school grounds. The district has entered into a contract for cutting of grass.

429 – ABM Maintenance Services
This account covers the cost for maintenance services for the schools. The district signed a 10-year contract with ABM.

430 – R & M of Buildings
This account covers the cost associated with repair and maintenance of the school buildings. Items include, but are not limited to, the following: air filters, circulator pumps, flush valves, refinishing the gymnasium floors and heating valves.

431 – Code Compliance
This account covers the cost for the following: fire extinguisher inspections, asbestos reporting, elevator inspections, tank testing and radon inspections.

432 – R & M of Buses
This account covers the cost for repair and maintenance of the vehicles in the fleet. It includes costs for tires, warranty and parts and supplies. There are a total of 14 vehicles in the fleet; 5 are full size buses as well as one 26-passenger with wheelchair lifts and one activity bus. The district also has 7 vans; 1 is a 7-passenger van, 3 are 8-passenger vans and 3 are 10-passenger vans. The vans are used for special needs runs. The district uses its full-size buses for field trips and athletic trips. The following information represents the numbers and ages of the vehicles in the fleet.

Vans	Buses
1 2002	1 .....2001 (activity vehicle)
2 2009	1 2016
1 2012	2 2017
1 2015	1 2018
1 2018	2 2019
1 2019	

433 – Interior Maintenance
This account covers the cost for maintaining the interior of the school buildings. Items can include, but are not limited to, the following: door locks, batteries, shades, replacement clocks, electronic heating valves, thermostats, locker parts, paint, rollers and brushes.

434 – Exterior Maintenance
This account covers the cost for maintaining the exterior of the school buildings. Items include, but are not limited to, the following: field paint, glass replacement, ice melt and traffic paint.

435 – Facilities Service Contracts
This account covers the cost for all service contracts for the school buildings. It includes: All-State Fire Equipment, P & J Sprinkler, Otis Elevator, Industrial Burner, Invensys, New England Fire and Security and Ratick Combustion.

436 – Technology Service Contracts
This account covers the cost for service contracts related to technology in the district. These contracts have increased in the past few years due to the fact that the district is increasingly relying on technology instead of paper and textbooks. It includes: Tyler (student management system, grading system and state reporting module), SNAP (student health program), Infinite Visions (accounts payable, payroll and human resources), Barracuda (spam and virus protection for E-mail), Dibels (database), Star (literacy and math), Civic Plus (web page hosting), Destiny (library automation program), Frontline (web-based application program), Aimsweb (database) and Parent Square (district communication program).

437 – Transportation Mechanic
This account covers the cost for a full-time transportation mechanic. This account will no longer be used because the district is outsourcing its home-to-school transportation.

440 – Rental
This account covers the cost for medical equipment for student needs as well as the district's copier program.

443 – Rental - Computers
This account covers the cost for leasing one-to-one devices for students. *Beginning with the 2020-21 year, the district entered into a 4-year lease program for one-to-one devices.*

510 – Special Education Transportation
This account covers the contracted costs associated with mandated transportation for special needs students in and out of the district both during the school year and in the summer months.

519 – Student Transportation – AA Transportation
The district outsourced its home-to-school transportation runs beginning July 1, 2020, with AA Transportation. This account covers the cost of the 7-year contract with AA Transportation. This account also covers the contracted costs associated with mandated transportation for regular education students in and out of the district both during the school year and in the summer months. It also covers the cost for transporting homeless students.

520 – Property and Liability Insurance
This account covers the cost for insurance. It includes property and general liability, transportation, sports insurance and school board legal liability. Costs are estimated based upon information we received from CIRMA. The breakdown is as follows:

Sports Insurance	$ 6,998
Property and Liability	$ 87,522
Transportation	$ 8,050
School Board Legal Liability	$ 14,428
TOTAL	$ 116,998

530 – Communications/Postage
This account covers the cost of postage for the district. The Board continues to make every effort to increase its communication to parents and the community using email, texting and the district web site.

531 – Telephone
This account covers the cost for basic, local and long distance telephone services, cellular services and other fees.

540 – Advertising
This account covers the cost for advertising vacancies throughout the district. Besides newspapers, the Board actively utilizes other avenues such as websites and free postings to secure the best qualified candidates for all vacant positions. The district is also utilizing billboards for advertising.

550 – Printing
This account covers the cost for printing items such as: referral forms, student passes, student handbooks, parent handbooks, enrollment cards, brochures, student portfolios, window envelopes, stationery and course study guides.

560 – Tuition
This account covers the costs for tuition for special education students placed in and out of the district as well as the state. Budgeted amount meets current individual student education plans. However, unanticipated placements continue to occur.

561 – Vocational Agriculture
This account covers the tuition cost for students to attend the regional vocational agriculture program at Killingly High School. *Putnam's responsibility for the current year is for 10 students. Next year's budget is based upon 12 students. It is difficult to predict how many students will enroll in the Vo-Ag Program because decisions to attend are generally made after the budget has been adopted.*

562 – Adult Education
This account covers the local portion of mandated adult education services. The State has a grant program that covers the other portion. The programs that are offered to Putnam residents are: adult education, credit diploma, citizenship, English as a Second Language (ESL) and GED.

564 – Magnet School Tuition
This account covers the cost for students to attend magnet schools or alternative educational schools. *Currently 7 students attend the full-time magnet school in Willimantic and 5 students attend Quinebaug Valley Middle College.* In 2015, the Board of Education voted to drop out of their magnet partnerships. The district withdrew in 2017-18. Beginning with the 2017-18 school year, the district no longer provided transportation to magnet schools.

580 – Travel
This account covers the cost for travel and mileage reimbursement for professional development. Mileage is reimbursed at the IRS rate.

601 – Building Maintenance Supplies
This account covers the cost for supplies for maintaining the schools. Items include: degreaser, hand soap, facial tissue, roll towels, latex gloves, floor stripper, trash liners, scrubbing pads and wet mops. The supplies are being provided by ABM.

602 – Sports Supplies
This account covers the cost for supplies for the athletic program.

603 – Security
This account is for the costs associated with security equipment and supplies such as controllers and proximity readers.

604 – Sports Uniforms
This account covers the cost for uniforms for the athletic program. Both the middle school and high school have uniform replacement programs.

611 – Instructional Supplies
This account covers the costs for supplies that support the instructional programs in each of the schools.

612 – Administrative Supplies
This account covers the cost of supplies for the operation of the administrative offices.

621 – Natural Gas
This account covers the cost of natural gas for the high school.

622 – Electricity
This account covers the cost for electricity for the district. There are six accounts that include the following: elementary school, middle school, high school, high school sign, buses at Fox Road and the Murphy Park building. Beginning December 1, 2014, the Board joined approximately 18 other boards/municipalities. The group locking into a generation rate of 0.07285 per kilowatt hour for the period December 2017 through November 2020. A new supplier contract is being pursued. In addition to the generation rate, there is a delivery/distribution rate per kilowatt hour estimated at 0.06000. The district has utilized a program to reimburse the cost of purchasing LED fixtures to replace older fixtures. *Beginning with the 2020-21 year, the district will participate in a power management energy savings program with Eversource that will end on June 30, 2023. The district also anticipates savings from the solar projects at both the middle school and high school. The Town has included the elementary school on its list to receive monthly credits.*

623 – Propane
This account covers the cost for propane. The district has two propane tanks as follows: 1,000 gallon at the elementary school for the cafeteria and 120 gallon at the high school for the garage.

624 – Fuel Oil
This account covers the cost for fuel oil. *The district has locked in a rate for 60,000 gallons next year at $1.84 per gallon.*

626 – Gasoline/Diesel
This account covers the cost for fuel for the school bus fleet, the vans and the school facilities trucks. The district uses approximately 12,150 gallons of unleaded gas and 28,500 gallons of diesel fuel each year. The district is locked in with the Town for both diesel fuel and unleaded gas.

641 - Textbooks
This account covers the cost for new and replacement textbooks for all instructional areas.

642 – Books
This account covers the cost for books that are used to enhance, update or replace the collections in the library-media centers.

643 – Reference Books
This account covers the cost for books that are used to enhance, update or replace the reference books in the library-media centers. It includes specialized encyclopedias, dictionaries and almanacs. It also includes on-line database reference sources and assorted materials for curriculum support.

644 – Periodicals
This account covers the cost to subscribe to periodicals that are used to enhance and support student learning, the curriculum and the health services program. It includes items such as magazines, newspapers, on-line subscriptions and journals.

645 – Non-Print
This account covers the cost for non-print materials that are used to enhance, update or replace the non-print materials in the library-media centers. It includes items such as software, videos and DVDs.

650 – Technology Related Supplies
This account covers the cost for supplies related to technology and hardware including toner cartridges.

690 – Support Materials
This account covers the cost for materials that are used in the areas that support the academic subjects. The support areas are: guidance, library, psychology, speech, social work and curriculum development. It includes items related to mental health, careers, CDs, testing materials, parent resources, counseling, assessment and anti-bullying.

730 – Equipment
This account covers the cost for equipment items in the district.

732 – Vehicles
This account is for vehicles used to transport persons or objects. Some examples are: buses, vans, trucks and automobiles.

733 – Furniture
This account covers the purchase of new furniture for classrooms and offices.

734 – Technology Equipment
This account covers the cost of technology-related equipment and technology infrastructure. Examples are: network equipment, servers, printers, computers, laptops and other peripherals and devices. It includes funding for the district's three-year technology plan.

735 – Technology Software
This account covers the cost of software for classroom and district use.

736 – Athletic Equipment
This account covers the cost for equipment items for the athletic program. There are no budgeted equipment acquisitions for next year.

811 – Athletic Dues and Fees
This account covers the cost for dues and fees associated with the athletic program. It includes items such as: league meets, CIAC, CAS, CSC, CAAD, CHSCA and All State Fees.

890 – Dues and Fees
This account covers the cost for dues and fees associated with the instructional and support programs throughout the district. It includes items such as: Eastconn, American Library Association, participation and audition fees for the music program, Association for Supervision and Curriculum Development, museum fees, Advanced Placement, math and science competitions, All State, All New England, New England Association of Schools and Colleges, National Honor Society, Student Council, Scholar/Athlete Events, Connecticut Association of Public School Superintendents, Connecticut Association of School Business Officials, Northeast Area Superintendents' Association, Northeast Connecticut Chamber of Commerce, recertification fees, testing fees and field trip fees.

Section D
Grant Summary for 2021/2022
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Putnam Board of Education
Current Grants and Other Revenue Sources
FY 2020-2021

Description		Total
Family Resource Center Grant	$	100,000
Family Resource Center - Projected Revenue	$	64,000
School Readiness Program Grant	$	611,457
School Readiness Program - Projected Revenue	$	232,000
Quality Enhancement	$	6,447
Headstart	$	10,000
Adult Education	$	67,690
IDEA Section 611	$	333,307
IDEA Section 619	$	23,487
Carl D. Perkins	$	21,386
Title I - Education of the Disadvantaged	$	353,561
Title IIA - Teacher/Principal Training and Recruiting	$	45,983
E-Rate - Universal Service Fund	$	7,200
Title III - English Language Learners	$	6,263
Title IV - Student Support and Academic Enrichment	$	22,260
Food Service Program (State and Federal Reimbursements)	$	827,000
Food Service Program - Projected Revenue	$	87,000
Alliance	$	268,431
Interdistrict Cooperative Grant - Eastconn	$	100,000
Coronavirus Relief Funds	$	220,528
ESSER Funds	$	255,949
General Improvements Alliance Grants	$	477,600
	$	**4,141,549**

Summary		
State Grants	$	1,631,625
Federal Grants	$	2,119,724
Other Grants	$	-
Other Revenue	$	390,200
	$	**4,141,549**

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
Family Resource Center The FRC provides family support and prevention programs as well as information, resources and school-based activities that help to meet the needs of children and families. The FRC also provides a link between families, the school and the community. There are seven mandated components of a family resource center: (1) Parents As Teachers Program, (2) Preschool Programs, (3) School Age Child Care, (4) Positive Youth Development, (5) Resource and Referral Services, (6) Support and Training for Child Care, and (7) Adult Education. Staffing includes: 1 director, 1 administrative assistant, 1 head teacher, 1 parent educator and 2 child care assistants. The grant and other revenue received for the FRC support the staff as well as the following: field trips, parent activities, travel, professional development and supplies.	Birth to Adult	State	Entitlement	$ 100,000	$ 64,000
School Readiness and Childcare The school readiness grant program provides fully integrated preschool services to Putnam children and families. The program offers part day/school year slots, full day/school year slots and full day/full year slots on a sliding fee scale to children ages 3 and 4 years old. Comprehensive family services are offered to families enrolled in the program through the Putnam FRC. Staffing includes: 1 preschool teacher, 2 head teachers, 1 assistant head teacher, 3 paraprofessionals and 6 child care assistants. The grant and other revenue received support the staff as well as the following: parent activities, field trips, curriculum, professional development, travel and supplies. The grant also covers a portion of the grant coordinator.	Preschool	State	Entitlement	$ 611,457	$ 232,000

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
Quality Enhancement This grant is awarded to the Putnam FRC to compliment the school readiness preschool initiatives. The grant provides professional development for school readiness staff, preschool staff and private center and home-based providers. A parent component is also included in the grant to make parents aware of the CT preschool Curriculum Frameworks and Assessment Tool.	Daycare Providers	State	Entitlement	$ 6,447	
Headstart Funding is used to cover a portion of the salary for the FRC Director who is responsible for the coordination and implementation of the educational component of the Headstart program.	Preschool	Federal	N/A	$ 10,000	
Adult Education The adult education program is run by Eastconn. The grant covers tuition for the programs that are offered to Putnam citizens.	Putnam Citizens	State	Entitlement	$ 67,690	
Carl D. Perkins Perkins funds are used to improve vocational technical programs. The grant provides support of materials for the business and technology curriculum areas.	Grades 9 - 12	Federal	Entitlement	$ 21,386	

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
IDEA Section 611 Funds are used to support the needs for children with disabilities. The grant includes funding for the following: 1 teacher, 8 paraprofessionals, speech services, supplies, physical therapy services, assessments and consultants.	Grades PK - 12	Federal	Entitlement	$ 333,307	
IDEA Section 619 Funding covers the cost of 1 paraprofessional for the preschool program.	Preschool	Federal	Entitlement	$ 23,487	
Title I - Education of the Disadvantaged The Title I program is for providing supplementary reading services to students. The grant includes costs for the following: 1 literacy coach and 2 reading teachers	Grades K - 4	Federal	Entitlement	$ 353,561	
Title II, Part A - Teacher/Principal Training and Recruiting This grant is used to support the salary for 1 kindergarten teacher. Funds are shared with nonpublic schools.	Kindergarten	Federal	Entitlement	$ 45,983	
Title III - English Language Learners Funds are being utilized to support a part-time paraprofessional to work with students at the high school. Funds are also shared with one non-public school.	Grades PK-12	Federal	Entitlement	$ 6,263	
Title IV, Part A - Student Support and Academic Enrichment Funds are being used to purchase the services of College Planning Partnership to work with Putnam High School to prepare students for SAT testing.	Grades PK-12	Federal	Competitive	$ 22,260	

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
E-Rate - Universal Service Fund Funds are used to support hardware, software and technology infrastructure improvements as identified in the district's three-year technology plan.	Grades PK - 12	Federal	N/A	$ -	$ 7,200
Food Service Program The food service program is run by the district. The state and federal government provide funds to the district in the form of *reimbursements* for meals served. The meals include breakfast, lunch, and supper. The current program is self-supporting.	Grades PK - 12	Federal and State	N/A	$ 827,000	$ 87,000
Alliance Funds are being utilized for a preschool social worker and 8 SRBI interventionists/paraprofessionals to provide academic support for students in both literacy and mathematics. Funds are also being used for software to support distance learning.	Grades PK-12	State	Entitlement	$ 268,431	
Interdistrict Cooperative Grant This is an interdistrict cooperative grant that was awarded to Putnam but will be administered by Eastconn. The project title is Mindful Transformations. Funds are used for a program instructor, resource specialist, clerical, field trips, guest speakers, supplies, and project materials.	Grades PK - 12	State	Entitlement	$ 100,000	

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
Coronavirus Relief Funds These funds are being used to cover teachers and substitutes who are providing academic support to students. Funds are also being used to provide an extra tier of bussing to allow for social distancing. Finally, funds are covering the cost of floor markings, posters, decals, sneeze guards, masks, dispensers and hand sanitizers.	Grades PK - 12	Federal	Entitlement	$ 220,528	
ESSER Funds Funds are being utilized to cover teachers and substitutes who are providing academic support to students. A portion of the funds is also being used to provide additional access points for all schools, chromebooks for students, software for virtual learning, polycarbonate dividers for classrooms and offices and water refilling stations.	Grades PK - 12	Federal	Entitlement	$ 255,949	
General Improvements Alliance Grant The district has been informed that it is eligible for state funds to improve the facilities. Projects are planned and include the following: PES - Upgrade and replace hot water circulator pumps PMS - Upgrade public address system PES and PMS - Upgrade and replace 2 oil burners PES and PMS - Upgrade and replace water fountains with bottle filling stations PES and PMS - Upgrade fixtures to automatic flush valves PES and PMS - Upgrade building exhaust fans PES and PMS - Upgrade and replace manual faucets with motion ALL SCHOOLS - Safety and security window film ALL SCHOOLS - Upgrade Security ID system ALL SCHOOLS - Install Lock down strobes for school security and handicap awareness		State	Entitlement	$ 477,600	

Putnam Board of Education
Grant Summary
FY 2020-2021

Name and Purpose of Grant	Grades or Population Served	Federal or State	Competitive or Entitlement	Grant Award	Estimated Other Revenue
			State Grants		$ 1,631,625
			Federal Grants		$ 2,119,724
			Other Grants		$ -
			Other Revenue		$ 390,200
			GRAND TOTAL		**$ 4,141,549**

Section 4

Revenue, Other Sources and Uses of Funds

Town of Putnam

FY22 Dept Head - Revenue

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.00.0000.44868.00000	Agency Transactions- Clearin	$0.00	$0.00	$2,730.00	$0.00	$0.00
1005.00.0000.46500.00000	STIF Interest	$0.00	$0.00	($11,565.91)	$0.00	$0.00
DEPARTMENT: Undesignated - 0000		$0.00	$0.00	($8,835.91)	$0.00	$0.00
1005.41.4109.42242.00000	Pistol Permit	($800.00)	($800.00)	($3,220.00)	($800.00)	($800.00)
1005.41.4109.43600.00000	Disabled Persons	$0.00	($1,400.00)	($1,451.52)	($1,400.00)	($1,400.00)
1005.41.4109.43601.00000	Elderly Homeowners	($1,370.00)	$0.00	$0.00	$0.00	$0.00
1005.41.4109.43602.00000	PILOT - State owned property	($18,421.00)	($18,421.00)	($14,646.90)	($18,421.00)	($18,421.00)
1005.41.4109.43603.00000	FEMA - Homeland Security	($5,448.00)	($5,448.00)	$0.00	($5,448.00)	($5,448.00)
1005.41.4109.43604.00000	PILOT-Private Tax Exempt	($108,104.00)	($108,104.00)	($75,562.02)	($108,104.00)	($108,104.00)
1005.41.4109.43605.00000	Distressed Municipality	($27,573.00)	($27,573.00)	($34,933.85)	($27,573.00)	($27,573.00)
1005.41.4109.43606.00000	Municipal Stabilization Grant	($71,039.00)	($71,039.00)	($71,039.00)	($71,039.00)	($71,039.00)
1005.41.4109.43607.00000	Veteran's Benefits	($2,200.00)	($2,816.00)	($2,519.76)	($2,816.00)	($2,816.00)
1005.41.4109.43608.00000	Mashantucket Pequot Grant	($75,902.00)	($75,902.00)	($22,264.58)	($75,902.00)	($75,902.00)
1005.41.4109.43609.00000	Off Track Betting fees	($65,000.00)	($65,000.00)	($25,093.12)	($40,000.00)	($40,000.00)
1005.41.4109.43610.00000	Tele. Access Line Grant	($40,000.00)	($40,000.00)	($31,427.91)	($40,000.00)	($40,000.00)
1005.41.4109.44009.00000	Administrative Reimbursemen	($125,959.00)	($91,400.00)	($44,976.96)	($76,225.00)	($76,225.00)
1005.41.4109.44010.00000	Contractual Services	($78,000.00)	($78,000.00)	($89,895.60)	($170,000.00)	($170,000.00)
1005.41.4109.44867.00000	Misc Revenue	($45,000.00)	($100,000.00)	($33,292.03)	($100,000.00)	($100,000.00)
1005.41.4109.47203.00000	Cell Tower	($11,000.00)	($11,000.00)	($13,929.68)	($11,000.00)	($11,000.00)
1005.41.4109.48950.00000	Rents	($12,100.00)	($12,350.00)	($7,200.00)	($12,350.00)	($12,350.00)
1005.41.4109.48960.00000	Misc Rev. from Local Govt - H	($36,000.00)	($50,000.00)	($47,859.74)	($50,000.00)	($50,000.00)
1005.41.4109.49010.00000	Other Financing Sources	($900,000.00)	($350,000.00)	($350,000.00)	$0.00	$0.00
1005.41.4109.49100.00000	Interfund Transfers	($28,825.00)	($30,000.00)	$0.00	$0.00	$0.00
DEPARTMENT: Mayor - 4109		($1,652,741.00)	($1,139,253.00)	($869,312.67)	($811,078.00)	($811,078.00)

FY22 Dept Head - Revenue

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.41.4135.41100.00000	Web Payments	$0.00	$0.00	$12,404.49	$0.00	$0.00
1005.41.4135.41101.00000	Current Tax Revenue	($13,817,313.00)	($14,817,886.00)	($14,516,686.34)	$0.00	$0.00
1005.41.4135.41104.00000	MV Supp Tax Revenue	($70,000.00)	($100,000.00)	($99,749.39)	($100,000.00)	($100,000.00)
1005.41.4135.41105.00000	Prior Real Estate Taxes	($130,000.00)	($150,000.00)	($251,357.98)	($150,000.00)	($150,000.00)
1005.41.4135.41108.00000	Suspense Collections - Rever	$0.00	$0.00	($340.97)	$0.00	$0.00
1005.41.4135.41109.00000	Interest & Liens - Revenue	($82,000.00)	($82,000.00)	($137,639.10)	($82,000.00)	($82,000.00)
1005.41.4135.41110.00000	Fees - Revenue	($100,000.00)	$0.00	($4,663.17)	$0.00	$0.00
1005.41.4135.48990.00000	Misc Revenue - Revenue	$0.00	$0.00	($5,055.40)	$0.00	$0.00
DEPARTMENT: Revenue Collector - 4135		($14,199,313.00)	($15,149,886.00)	($15,003,087.86)	($332,000.00)	($332,000.00)
1005.41.4137.46101.00000	Investment Interest	($3,000.00)	($3,000.00)	($2,705.14)	($3,000.00)	($3,000.00)
1005.41.4137.49010.00000	Other Sources - Ash Landfill f	($2,050,000.00)	($2,000,000.00)	($2,051,186.77)	($1,950,000.00)	($1,950,000.00)
1005.41.4137.49011.00000	Metal Recovery Revenues	($50,000.00)	($60,000.00)	($40,536.00)	($70,000.00)	($70,000.00)
DEPARTMENT: Treasurer - 4137		($2,103,000.00)	($2,063,000.00)	($2,094,427.91)	($2,023,000.00)	($2,023,000.00)
1005.41.4147.41100.00000	Credit Card - Town Clerk	$0.00	$0.00	($5,432.74)	$0.00	$0.00
1005.41.4147.42111.00000	Bingo/Raffle Permits	($1,000.00)	($1,000.00)	($625.50)	($500.00)	($500.00)
1005.41.4147.42241.00000	Hunting & Fishing Licenses -	($200.00)	($100.00)	($65.00)	($100.00)	($100.00)
1005.41.4147.42261.00000	Dog Licenses - Town Clerk	($350.00)	($350.00)	($177.00)	($325.00)	($325.00)
1005.41.4147.44010.00000	Copy fees - Town Clerk	($8,000.00)	($8,000.00)	($6,783.50)	($6,500.00)	($6,500.00)
1005.41.4147.44102.00000	Recording Fees - Town Clerk	($52,000.00)	($52,000.00)	($68,225.00)	($52,000.00)	($52,000.00)
1005.41.4147.44105.00000	Recording Maps - Town Clerk	($200.00)	($100.00)	($200.00)	($150.00)	($150.00)
1005.41.4147.44106.00000	Real Estate Conveyance - To	($60,000.00)	($60,000.00)	($131,006.43)	($60,000.00)	($60,000.00)

FY22 Dept Head - Revenue

Fiscal Year: 2020-2021

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From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.41.4147.44501.00000	Vital Statistics - Town Clerk	($60,000.00)	($60,000.00)	($41,898.00)	($60,000.00)	($60,000.00)
1005.41.4147.44867.00000	Misc Revenue	($1,500.00)	$0.00	$0.00	$0.00	$0.00
1005.41.4147.48990.00000	Misc Revenue - Town Clerk	$0.00	($1,500.00)	($8,623.00)	($1,500.00)	($1,500.00)
DEPARTMENT: Town Clerk - 4147		($183,250.00)	($183,050.00)	($263,036.17)	($181,075.00)	($181,075.00)
1005.41.4151.44103.00000	Zoning & Subdivision Fees - L	$0.00	$0.00	$0.00	($1,000.00)	($1,000.00)
1005.41.4151.44107.00000	Planning Comm. fees	($1,100.00)	($1,100.00)	$0.00	$0.00	$0.00
1005.41.4151.44108.00000	Zoning BOA	($400.00)	($100.00)	($202.00)	($100.00)	($100.00)
1005.41.4151.44109.00000	Zoning Comm. fees	($400.00)	($1,000.00)	($445.00)	($1,000.00)	($1,000.00)
1005.41.4151.44110.00000	Inland Wetland fees	($500.00)	($500.00)	($1,345.00)	($500.00)	($500.00)
1005.41.4151.44867.00000	Misc Revenue -Land Use	($100.00)	($50.00)	$0.00	($100.00)	($100.00)
DEPARTMENT: Land Use Commission - 4151		($2,500.00)	($2,750.00)	($1,992.00)	($2,700.00)	($2,700.00)
1005.42.4213.42201.00000	Building Permits	($120,000.00)	($120,000.00)	($149,919.61)	($120,000.00)	($120,000.00)
1005.42.4213.42206.00000	Bldg. Permit Fines	$0.00	$0.00	($12,695.63)	$0.00	$0.00
1005.42.4213.44010.00000	Copy fees - Bldg. Official	$0.00	$0.00	($60.50)	$0.00	$0.00
DEPARTMENT: Building Official - 4213		($120,000.00)	($120,000.00)	($162,675.74)	($120,000.00)	($120,000.00)
1005.42.4219.42130.00000	Fire Inspection fees	($1,000.00)	($1,000.00)	($685.00)	($1,000.00)	($1,000.00)
1005.42.4219.42131.00000	Fire Inspection Permit fee	$0.00	$0.00	($400.00)	$0.00	$0.00
1005.42.4219.42132.00000	Fire Plan Review fee	$0.00	$0.00	($5.00)	$0.00	$0.00
DEPARTMENT: Fire Marshal - 4219		($1,000.00)	($1,000.00)	($1,090.00)	($1,000.00)	($1,000.00)
1005.43.4302.41001.00000	Libary Utilities	$0.00	$0.00	$0.00	($12,200.00)	($12,200.00)

FY22 Dept Head - Revenue

Fiscal Year: 2020-2021

☐ Print accounts with zero balance ☐ Round to whole dollars ☐ Account on new page
☐ Exclude inactive accounts with zero balance

From Date: 4/1/2021 To Date: 4/30/2021 Definition: FY 22 BOF Budget

Account	Description	FY 20 Budget	FY 21 Budget	FY 21 Budget w transfers	FY 22 Selectmens Budget	FY 22 BOF Budget
1005.43.4302.41002.00000	Library Shared Personnel	$0.00	$0.00	$0.00	($20,800.00)	($20,800.00)
DEPARTMENT: Town Building - 4302		$0.00	$0.00	$0.00	($33,000.00)	($33,000.00)
1005.43.4303.44010.00000	PW Bus Mechanic Reimb.	($68,640.00)	($68,640.00)	$0.00	$0.00	$0.00
1005.43.4303.44012.00000	Fuel Reimbursement	$0.00	$0.00	($6,338.08)	($60,000.00)	($60,000.00)
DEPARTMENT: Public Works - 4303		($68,640.00)	($68,640.00)	($6,338.08)	($60,000.00)	($60,000.00)
1005.45.4503.44010.00000	PASS Revenues	$0.00	$0.00	($9,990.00)	($20,000.00)	($20,000.00)
1005.45.4503.44709.00000	Town Event Fees	($60,000.00)	($62,000.00)	$0.00	($30,000.00)	($30,000.00)
1005.45.4503.44709.10300	Summer Camp Fees	$0.00	$0.00	($2,113.36)	($20,000.00)	($20,000.00)
1005.45.4503.44709.10310	Basketball Fees	$0.00	$0.00	($520.00)	($1,000.00)	($1,000.00)
1005.45.4503.44709.10330	Softball Fees	$0.00	$0.00	$0.00	($1,000.00)	($1,000.00)
1005.45.4503.44709.10340	Volleyball Fees	$0.00	$0.00	$0.00	($500.00)	($500.00)
1005.45.4503.44709.10350	Valentine Dance Fees	$0.00	$0.00	$0.00	($350.00)	($350.00)
1005.45.4503.48401.00000	Pumpkin Festival	$0.00	$0.00	$0.00	($1,500.00)	($1,500.00)
1005.45.4503.48406.00000	Light Parade	$0.00	$0.00	$0.00	($1,200.00)	($1,200.00)
DEPARTMENT: Recreation - 4503		($60,000.00)	($62,000.00)	($12,623.36)	($75,550.00)	($75,550.00)
1005.48.4801.44013.00000	Ground Lease Revenue - Lea	$0.00	$0.00	$0.00	($79,383.48)	($79,383.48)
DEPARTMENT: Debt Service - 4801		$0.00	$0.00	$0.00	($79,383.48)	($79,383.48)
Grand Total:		($18,390,444.00)	($18,789,579.00)	($18,423,419.70)	($3,718,786.48)	($3,718,786.48)

End of Report

Section 5
Mill Rate Calculation Report

TOWN OF PUTNAM

BUDGET

JULY 1, 2021 TO JUNE 30, 2022

BOARD OF FINANCE - TO PUBLIC HEARING

	FY 2021 BUDGET	FY 2022 BUDGET	Year-to-Year Difference	FY 2020-2021 PORTION OF MILL RATE
GENERAL GOVERNMENT [1]	$ 6,033,497	$ 6,233,497	$ 200,000	8.68
BONDED INDEBTEDNESS [2]	$ 1,897,933	$ 1,998,336	$ 100,403	2.78
SUBTOTAL EXPENDITURES	$ 7,931,430	$ 8,231,834	$ 300,403	11.46
LIBRARY	$ 440,000	$ 429,905	$ (10,095)	0.60
BOARD OF EDUCATIONAL CAPITAL [3]	$ -	$ -	$ -	0.00
SUBTOTAL GENERAL GOVERNMENT	$ 8,371,430	$ 8,661,739	$ 290,308	12.06
SUBTOTAL BOARD OF EDUCATION	$ 18,794,000	$ 18,963,407	$ 169,407	26.40
TOTAL EXPENDITURES	**$ 27,165,430**	**$ 27,625,146**	**$ 459,715**	**38.46**
GENERAL GOVERNMENT REVENUES	$ 3,621,693	$ 3,718,786	$ 97,093	5.18
BOARD OF EDUCATION REVENUES	$ 8,371,851	$ 8,371,851	$ -	11.66
LESS: ESTIMATED INCOME [4]	**$ 11,997,544**	**$ 12,090,637**	**$ 93,093**	**16.83**
NET EXPENDITURES	$ 15,167,886	$ 15,534,508	$ 366,622	21.63
LESS: USE OF SURPLUS [5]	$ 350,000	$ -	$ (350,000)	0.00
AMOUNT TO BE RAISED BY TAXATION	**$ 14,817,886**	**$ 15,534,508**	**$ 716,622**	**21.63**

MILL RATE CALC: GRAND LIST / NET EXPENDITURES		
GRAND LIST[6]:	$	740,467,747
ASSUME 97% COLLECTION RATE:	$	718,253,715
NET EXPENDITURES FROM ABOVE:	$	15,534,508
MILL RATE FOR 2021/2022 [7]:		21.63
VALUE OF 1 MILL:	$	718,254

Notes:

1. General government budget includes all Town departments and operating costs including legal, benefits, technology and other required components. FY2022 budget has been updated based on the Board of Finance vote on April 6, 2021. FY2022 budgets for Board of Education and Library have also been updated to reflect Board of Finance vote on April 6, 2021.
2. Bonded indebtedness for FY 2022 includes bonding for the High School, Municipal Complex, and the Quinebaug Technology Park. It also now categorizes the equipment leases, per GASB standards.
3. Past years BOE Capital included items such as vans, buses, roof repairs, and refinishing the gym floor.
4. Revenue is now shown as General Government projected revenue and BOE projected revenue. General Government has increased in part due to use of Ground Lease Revenue for lease payments. BOE projected revenue is equal to prior year, based on State press release of not cutting.
5. FY 2021 Use of Surplus was $350,000. Any use of General Fund Surplus will be part of budget review with input from BOF.
6. The Grand List amount reflects current calculations as of January 2021, and is subject to Board of Assessment Appeals decisions.
7. The FY2021 mill rate is 20.84.

Section 6

5-Year Capital Improvements Plan

Town of Putnam

FY2022 5-Year Capital Improvement Plan

		Description	FY2022	FY2023	FY2024	FY2025	FY2026	5-Year Subtotal	FY2022 Category Subtotal
Road Construction									
		Drainage Improvements (now included in Road Reconstruction)	$ -	$ -	$ -	$ -	$ -	$ -	
		Woodstock and Church Street Road and Sidewalk Improvements	$ 125,000	$ -	$ -	$ -	$ -	$ 125,000	
		Grove Street Sidewalks	$ 125,000	$ -	$ -	$ -	$ -	$ 125,000	
		School Street Sidewalks		$ 1,430,000	$ -	$ -	$ -	$ 1,430,000	
		Five Mile River Road	$ -	$ 4,000,000				$ 4,000,000	
		Road Reconstruction (FY22 includes part of Kennedy Drive) [1]	$ 561,000	$ 600,000	$ 600,000	$ 600,000	$ 600,000	$ 2,961,000	
		Sidewalk Reconstruction	$ -	$ -	$ -	$ -	$ -	$ -	
		Guard Rail Replacement (now included in Road Re	$ -	$ -	$ -	$ -	$ -	$ -	
								Subtotal:	$ 811,000
Bridges									
		East Putnam Road Bridge (over Mary Brown Brook)	$ 100,000	$ -	$ -	$ -	$ -	$ 100,000	
		Danco Road Bridge	$ -	$ 500,000	$ 3,500,000	$ -	$ -	$ 4,000,000	
		Bridge Improvements (Maintanance per DOT inspections)	$ 150,000	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,350,000	
		Bridge Replacement Fund	$ -	$ 300,000	$ 300,000	$ 300,000	$ 300,000	$ 1,200,000	
		Bridge Projects, including culverts	$ -	$ 200,000	$ 1,000,000	$ 1,000,000	$ 1,000,000	$ 3,200,000	
								Subtotal:	$ 250,000

Updated: 2/9/2021

Town of Putnam

FY2022 5-Year Capital Improvement Plan

		Description	FY2022	FY2023	FY2024	FY2025	FY2026	5-Year Subtotal	FY2022 Category Subtotal
Parks									
		Rec & Athletic Fields	$ 50,000	$ 100,000	$ 100,000	$ -	$ -	$ 250,000	
		Playscape at town recreation fields	$ -	$ 100,000	$ 100,000	$ -	$ -	$ 200,000	
		Recreation Park - Fencing	$ -	$ -	$ -	$ -	$ -	$ -	
		Simonzi Park - Streambank Stabilization	$ -	$ 150,000	$ 150,000	$ -	$ -	$ 300,000	
		Rotary Park Bandstand Roof	$ 70,000	$ -	$ -	$ -	$ -	$ 70,000	
								Subtotal:	$ 120,000
Public Buildings									
		Armory Improvements, including vehicle access door	$ 25,000	$ -	$ -	$ -	$ -	$ 25,000	
								Subtotal:	$ 25,000
Equipment [2]									
		Highway Dump Truck	$ -	$ -	$ -	$ -	$ -	$ -	
		Highway Roadside Mower	$ -	$ 150,000	$ -	$ -	$ -	$ 150,000	
		Highway pickup with plow	$ -	$ 50,000	$ -	$ -	$ -	$ 50,000	
		Highway Trailer-mounted leaf vacuum units, automatic operation	$ 120,000	$ -	$ -	$ -	$ -	$ 120,000	
		Parks Mower	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000	
		Parks Pickup Truck	$ -	$ -	$ -	$ -	$ 50,000	$ 50,000	
		Parks Trailer	$ -	$ -	$ -	$ -	$ 20,000	$ 20,000	
		Parks Gators	$ -	$ 20,000	$ -	$ -	$ -	$ 20,000	
		Fire Marshal Truck	$ -	$ -	$ 50,000	$ -	$ -	$ 50,000	
		Building Department Vehicle	$ -	$ 50,000	$ -	$ -	$ -		
								Subtotal:	$ 120,000

Updated: 2/9/2021

Town of Putnam

FY2022 5-Year Capital Improvement Plan

		Description	FY2022	FY2023	FY2024	FY2025	FY2026	5-Year Subtotal	FY2022 Category Subtotal
Information Technology									
		Tabulators - Elections	$ 10,000	$ 10,000	$ 5,000	$ -	$ -	$ 25,000	
		Replacement Hardware	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000	
								Subtotal:	$ 30,000
Town Improvements									
		Downtown Parking	$ -	$ -	$ 2,000,000	$ -	$ -	$ 2,000,000	
		Kennedy Drive Public Parking	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000	
		Providence Street Renewal Phase II	$ -	$ 500,000	$ -	$ -	$ -	$ 500,000	
		Blight	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 100,000	
		Dark Fiber - Technology Park	$ -	$ -	$ -	$ -	$ -	$ -	
								Subtotal:	$ 20,000
			$ 1,376,000	$ 9,000,000	$ 8,145,000	$ 2,240,000	$ 2,360,000	$ 23,121,000	$ 1,376,000

Town of Putnam

FY2022 5-Year Capital Improvement Plan

		Description	FY2022	FY2023	FY2024	FY2025	FY2026	5-Year Subtotal	FY2022 Category Subtotal

Funding Legend		FY2022 Breakdown
1	Ground Lease Revenues [3]	$ 970,000
2	Federal Aid - LOTCIP	$ -
3	State Aid - Town Aid Road	$ 236,000
4	Federal Aid - Federal Bridge Program	$ -
5	State Aid - State Bridge Program	$ -
6	State Aid - Municipal Projects	$ 170,000
7	TBD, Not applicable this CIP	$ -
8	TBD, Not applicable this CIP	$ -
9	General fund - Unassigned Fund Balance	$ -
10	State Aid - LoCIP	$ -
11	State Aid - Various Grants	$ -
12	State Grant - STEAP [4]	$ -
	Subtotal Check:	$ 1,376,000 checks

Notes

1 FY2022 proposed road Improvements includes $155,000 from Ground Lease Revenue; $236,000 from Town Aid Road; and $170,000 from Municipal Grant & Aid.

2 The leases, as shown in the General Government, are funded by the Ground Lease Revenue. For FY2022, the three Freightliner trucks are $80,000.
The FY2022 Ground Lease Revenues towards capital non-recurring fund to fund capital improvements projects is $1,050,000 (per March 19, 2018 Special Town Meeting).

3 Based on the lease payment of $80,000; the FY2022 CIP total Ground Lease Revenue value is $970,000.

4 There is no expected use of STEAP funds this fiscal year. The State in 2020 opened availability for STEAP applications, but due to ongoing Urban Act Grants within Town, are not eligible for STEAP.

Section 7

General Government Budget Narrative

TOWN OF PUTNAM

FY 2022

GENERAL GOVERNMENT OPERATING BUDGET NARRATIVE

Executive Summary / Summary of Significant Changes

Each Town Department, Board and Commission has an annual operating budget, which is reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on for approval. In typical years, the budget is voted on at the Town Meeting.

This document summarizes the responsibilities of each Town Department, Board and Commission, and notes applicable modifications to the proposed budget expenditures and projected budget revenues. In addition, Town operating costs including legal, fringe benefits, information technology and other components are included in the municipal operating budget breakdown.

The major components of changes in the Town's General Government budget are described in this section. Additional details can be found in the remainder of this narrative on a department-by-department basis. Corresponding documents include:

- FY2022 Mayor's Budget, which includes line item detail for all operating expenses.
- FY2022 Department Head Revenue, which includes line item detail for all projected revenues.

The total General Government proposed expenditures and projected revenue include the following significant changes. Costs are rounded in this summary section.

Expenditures

- Net balance in Departments 4110 and 4137. Creation of Human Resources and Payroll Department, separately from the Finance Department. However, proposed expenditures balance when considering the reduction in Finance Department proposed expenditures.
- Decrease in Department 4117. $15,000 reduction to Board of Finance, due to decreased audit firm expenses projected.
- Increase to Department 4141. $15,000 increase in Fringe benefits, attributable to the increased health insurance costs, estimated by our provider as 15%. That overall increase somewhat balanced by membership changes. Due to the relatively small pool covered by the plan, along with recent years' above-average individual claims, our rates are rising above typical industry rates.
- Increase to Department 4143. $20,000 increase in Information Technology, including cost of living rate increases by our network service provider, higher software costs to provide for online files and meetings, and proposed modifications to improve our website.

- Decrease and balance to Departments 4117 and 4302. $120,000 decrease in Land Use Agent, including modification of salary based on current personnel, and transfer of $80,000 professional services from Department 4117 to Department 4302.
- Increase to Department 4157. $20,000 increase for worker's compensation and liability, automobile, and property insurance.
- Decrease to Department 4173. $15,000 decrease in Economic Development, due to reduction in maintenance, rental, and leasing costs.
- Increase and balance to Department 4302. $190,000 increase due to custodial personnel, electricity, water and sewer, and supplies associated with the Municipal Complex, and $80,000 transfer for bridge inspections and stormwater permit requirements from Department 4117.
- Increase in Department 4303. $85,000 increase due to additional snow removal and salting costs, gasoline/fuel ($70,000 gross increase mostly balanced by $60,000 gross revenue for fuel by outside entity – see revenue this department)
- Increase in Department 4317. $15,000 increase due to contracted service rates for municipal waste pickup and transport.
- Increase in Department 4499. $45,000 increase to Outside Agencies including NDDH, Putnam Ambulance, and TVCCA.
- Increase in Department 4505. $30,000 increase in Parks and Grounds to reflect recent transfer of personnel and Union contract requirements.
- Increase in Department 4801. $100,000 increase in Debt Service, reflecting the requirement to include equipment leasing in financing costs, and due to the Municipal Complex bond repayment.
- Increase in Department 5001. $80,000 increase in Contingency/Reserve, due to additional building of equipment reserve fund and to account for possible Union contract negotiations (Union Contract expires June 30, 2021; and the salary costs included in the budget show no raises for FY2022).
- Decreases in various. $10,000 decrease split between multiple departments and to account for rounding in this section. The bottom-line difference between the FY2022 Mayor's proposed budget and the FY2021 Approved Budget for Expenditures.

As a total increase to the General Government operating budget expenditures of $440,000.

Revenues

- Increase in Department 4109. $20,000 increase in the Mayor's projected revenues, with several revenue changes within line items. Note this balance excludes the prior year's final approval of $350,000 from General Fund as "Other Financing Sources". Depending on final budget review and approval, there will likely be some use of General Fund to balance the requested budgets.
- Balance in Department 4135, as if there were no change to projected tax revenues. Note that the major general government tax revenue will not be calculated until final budget approval and setting of the mill rate.
- Decrease in Department 4137. $40,000 decrease due to reduced revenue of Ash Landfill Fund, as each year is decreased by $50,000 to instead be directed towards capital projects, somewhat offset by projected increased metal recovery revenues.

- Increase in Department 4302. $30,000 increase due to the Library's share of the Town Buildings Department, including maintenance, custodian, and utilities costs of the new Municipal Complex.
- Balance in Department 4303. The decreased revenue from the Board of Education no longer using the Town's mechanic is mostly offset by showing the accounting of fuel reimbursement by outside agencies including BOE, Special Services District and WPCA.
- Increase in Department 4503. $10,000 increase due to projected additional fee revenue.
- Increase in Department 4801. $80,000 increase due to the use of Ground Lease Revenue for the proposed truck lease cost (see 5-Year CIP).

As a total increase to the General Government operating projected revenues of about $100,000; again, excluding any revenue from Other Financing Sources (last FY2021 that revenue was $350,000), and excluding any calculation of tax revenue from the Grand List (last FY2021 that tax revenue was $14.8M.

Considering the summary of expenditures, increased by about $440,000; and the summary of projected revenue, increased by about $100,000; the proposed net increase to general government budget is $340,000.

Introduction

Each Town Department, Board and Commission has an annual operating budget, which is reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on for approval. In typical years, the budget is voted on at the Town Meeting. Due to the COVID-19 pandemic, last year in Spring 2020, the municipal budgeting process followed State's Executive Orders, including that there was a public hearing, with final approval of the budget by the Board of Finance. The Town will continue to follow the State's Executive Orders, and depending on future extension or expiration, the Spring 2021 municipal budget process may include similar to the previous year (public hearing and Board of Finance final approval), or may allow for the more traditional Town Meeting.

This document summarizes the responsibilities of each Town Department, Board and Commission, and notes applicable modifications to the proposed budget expenditures and projected budget revenues. In addition, Town operating costs including legal, fringe benefits, information technology and other components are included in the municipal operating budget breakdown.

Note that the categories are in numerical order to match the Budget Worksheet for the Town of Putnam. As formatted, departments with revenue also include a summary of budgeted revenue projections in addition to proposed expenditures.

[Debt Service – 4801. This category is a carry-over from accounting practices in FY2019. Debt service is now covered in a separate Section 4801 later in the budget narrative and worksheet.]

Mayor - 4109

The Board of Selectman, Putnam's legislative body, is comprised of the Mayor and six Selectmen which are elected every 2 years. The Board of Selectmen's responsibilities cover a broad range of important municipal issues. They are responsible for the oversight and delivery of all general municipal services and act as the appointing authority for the many resident volunteers who serve on town boards and commissions. The Board of Selectmen reviews and approves Town Meeting warrants, vendor payments, contracts for procurement of services and materials and plays a key role in litigation and employee negotiations.

This budget includes wages for Mayor, Deputy Mayor, Selectmen, Town Administrator and Executive Assistant.

Revenue for this department includes many components, including those attributable to individual permit applications, state and federal revenue sources, various entity grants, administrative reimbursement (including WPCA reimbursement of Town-provided services), and contractual services (including Special Services and Fire Districts payments towards Town-provided services). Miscellaneous revenue has included items such as coronavirus relief funds, reimbursement of past years, movie industry shared costs, electric vehicle charging station. Miscellaneous revenue from local government

includes payments in lieu of taxes for some of the private housing authorities (Ella Grasso). Interfund transfers includes funds contributing towards blight funding.

The Mayor and Town Administrator are responsible for this department's budget.

Expenditure Modifications

There is a minor increase from FY2021 approved budget for this department, to account for current salaries.

Revenue Modifications

There has been no change to federal or state related revenue sources, per Governor Lamont's January 2021 message that state budget balancing would not cut municipal aid. The budgeted revenue reflects no change; however, final federal and state aid will not be guaranteed until actual revenue realized during the fiscal year.

Budgeted revenue from off-track betting fees has been reduced, to reflect the current year's reduced revenue, and expectations that FY2022 may continue the reduction of that trend. This is generally due to pandemic safety measures, including less in-person betting at locations such as The Black Dog.

Budgeted revenue for administrative services has been reduced, to reflect current actual shared administrative costs by the WPCA.

Budgeted revenue for contractual services has been increased and includes executed contracts with East and West Putnam Fire Districts, along with most recent negotiation feedback from the Special Services District. Note that the FY2022 revenues are higher than past and expected future years, as our agreement is addressing portions of cost for multiple fiscal years.

Note that "Other Financing Sources" will remain zero until and unless the Town's budgeting process recommends and approves use of the General Fund to balance the mill rate.

HR/Payroll Department – 4110

This is a newly created department. Once included in the Treasurer's Department, this budget includes wages for our Human Resources and Payroll Director along with supplies, training and various compliance components related to payroll and benefits.

This Department includes one full-time employee, and the Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

When considering the Treasurer Department (4137) year over year change, the cost of FY2022's proposed HR/Payroll Department and FY2022's proposed Treasurer Department cumulatively, there is a slight reduction in operational budget.

Board of Finance - 4117

The Board of Finance is composed of five representatives elected by voters every 4 years. The Board of Finance is primarily responsible for oversight and implementation of financial policies. This involves the final approval of the proposed budget prior to submittal to the Annual Town Meeting, review, and approval of financial policies. This Board also oversees the implementation of the budget.

This budget reflects overtime costs for the Recording Secretary. There are no employees as part of this department, and no projected revenues budgeted for this department. The Treasurer/Finance Department Head is responsible for this budget.

Expenditure Modifications

The budget reflects reduced audit costs, as per discussions with our auditing firm, the Town's recent accounting and management improvements will require less audit-related efforts.

Assessor - 4131

The Assessor's Office is responsible for the fair application of State Statutes and equitable assessments of all real and personal property and the processing of the various allowed exemptions. This office is responsible for producing the Grand List each year. The Grand List is revalued every 5 years according to State Statute. Putnam's revaluation occurred last in 2019. The office also administers many state mandated exemptions including but not limited to veterans, disabled, blind and manufacturing facilities personal property. Accurate and well-maintained property records serve as a critical information source for other Town departments, individual property owners and their agents. Continuing education is critical to stay current on the revisions to State Statute throughout the year.

The Assessor budget includes two full-time positions. There are no projected revenues budgeted for this department. The Department Head is responsible for this budget.

Expenditure Modifications

The proposed budget includes minor increases for additional printing costs.

Board of Tax Review [Assessment Appeals] - 4132

The Board of Assessment Appeals is a three-member elected Board which serves to hear any appeals regarding property assessments.

The Board of Assessment Appeals budget includes part time payroll for the Recording Secretary.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Assessor Department Head is responsible for this budget.

Expenditure Modifications

No change from prior year.

Revenue Collector - 4135

The principal function funded under this account is the billing and collection of all property tax revenues which include current and back taxes; lien and interest fees; and, pro-rated elderly, construction, and supplemental motor vehicle taxes. This department receives, deposits and reports revenues to the Town, Special Services District, East Putnam Fire District, and West Putnam Fire District. The Connecticut statutes and Town of Putnam ordinances govern the work performed in this office.

The Special Services District, East Putnam Fire District and West Putnam Fire District contract with the Town for expenses associated with the billing and collection of their tax revenues. These contracted values are included in the Mayor's projected revenue.

This department includes the Town's most significant source of revenue, collection of property taxes.

The Revenue Collection budget includes two full time positions. The Department Head is responsible for this budget.

Expenditure Modifications

The proposed budget reflects a modification to invoice mailing, including contracting services for envelope preparation of invoices. Other minor modifications include additional training as part of required continuing education credits (CEUs), and new envelopes with the new Municipal Complex address.

Revenue Modifications

The budgeted revenue is based on the 2020 Grand List as prepared by the Assessor and is subject to appeal via the Board of Assessment Appeal. For budgeting purposes, as typical, the Town estimates a 97 percent collection rate. Other line items such as prior real estate taxes and interests and liens are based on typical annual collection of these outstanding funds.

Treasurer [Finance Department] - 4137

Responsibilities for the Finance Department include management and preparation of accounts payable, debt service, cash management, financial reporting, budget preparation and the annual audit. In addition, accounting records for Town grants, special revenue and trust funds, capital projects, and Water Pollution Control Authority are maintained.

Revenue sources for this department include financial entity interest funds, and the Town Ground Lease revenue including revenue associated with the Wheelabrator Ash Landfill and its associated Metals Recovery Facility. Per recent year's ordinance, the Wheelabrator Ash Landfill reduces by $50,000 each year, and that amount is directed towards the Town's Capital Improvement Program.

The Finance budget includes two full-time positions and one part-time position. One position is partially reimbursed by the WPCA and one position is partially reimbursed by the Highway Department. The Treasurer/Department Head is responsible for this budget.

This department also manages the tax revenues received via the Revenue Department associated with the Town, Special Services District, East Putnam Fire District, and West Putnam Fire District. The Special Services District, East Putnam Fire District and West Putnam Fire District contract with the Town for expenses associated with the billing and collection of their tax revenues. This contracted amount is included in the Mayor's projected revenue.

Expenditure Modifications

The salary of the Treasurer Department decreased to account for the previous Payroll position now as a stand-alone Human Resources and Payroll Department (see Department 4110).

Professional education proposed budget has increased to account for expected training and development of new and revised accounting protocols.

Revenue Modifications

The proposed revenue for the Ash Landfill is reduced by $50,000 from the prior year, as that $50,000 is used for the Town's capital funds per ordinance.

The proposed revenue for the Metal Recovery is increased by $10,000 from the prior year, based on expected additional product.

Legal Counsel – 4139

This budget funds the costs for the Town's legal services. This includes legal services for Town Attorney, labor negotiations, land use or environmental issues, tax sales, real estate sales, debt issuance costs, ordinance development, lease and contract negotiations and review. In 2018, the Board of Selectmen appointed Halloran & Sage LLP as the Town/Land Use/Labor Attorney and Day Pitney LLP as Bond Counsel; and the Town's contracted services with these firms continue through several years.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Minor reduction in administrative services and legal notices, as many notices can now be electronic vs published.

Fringe Benefits - 4141

This budget funds fringe benefits provided to Town employees. A comprehensive and competitive benefits package is maintained to attract and retain qualified workers, in addition to required social

security employer contributions. Included in the benefit package are health and life insurance. The pension program appropriation is a combination of the actuarially determined contribution toward the Town's defined-benefit retirement program and payments on behalf of the employees to a defined contribution retirement program offered through the International City Management Association Retirement Corporation (ICMA-RC). For health benefits, the Town participates in the self-insured cooperative Eastern Connecticut Health Insurance Plan (ECHIP). The Town plan covers Town employees (Town Hall, Highway, WPCA) along with Special Services District including the police and administrative staff, and the Emergency Medical Personnel; and those separate entities pay the associated costs of the benefit.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Human Resources and Payroll Department Head is responsible for this budget.

Expenditure Modifications

Minor increase to Life/Group Insurance.

Employer's contribution towards social security based on payroll requirements.

Retirement contributions has reduced due to a recalculation of the Town's future Pension costs, based on more accurate long-term salary increases. In addition to Pension share reduction, the Town's contributions towards the ICMA-RC have increased due to additional employee selection of the plan.

Employer Health Savings Account (HSA) contributions are per the Union contract and is now shown on a stand-alone line item. This was previously included in the Health Insurance line item.

Employee buy-out funds are also per the Union contract, and similar to HSA, is now shown as a stand-alone line item.

No change to proposed unemployment compensation.

The Town's Health Insurance cost is projected to increase by 15% and the plan has experienced significantly increased individual claims. Per the HSA and buy-out line items newly added, the cost of Health Insurance has been modified to reflect those separations. Portion of the overall increase has been balanced by changes to enrollment. Since FY2020, the Putnam Board of Education has separated from the Town's group, and the Town has experienced additional costs due to the inherent higher risks of a smaller pool of participants.

Increase to dental insurance to reflect industry trend.

Information Technology - 4143

This account covers the Town's data processing, networking, and data service expenditures. The Town currently utilizes a mainframe and PC network computer system, which links all Town Hall departments. The account covers general expenses, service contracts on hardware, temporary assistance in records' conversion and software maintenance contracts, as well as, planning for technological upgrades for the Town's future IT needs. As shown in previous years, cellphone expenditures are now per Department.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Line item for professional services has been created to show the Town's annual service more accurately for information technology services, contracted to Novus.

Technical software has been modified (increase when considering professional services separate line item) to account for contract continuation, additional remote-access requirements (Zoom meetings and accounts), additional software related to electronic file management, and website modifications.

Town Clerk - 4147

The Town Clerk's office serves the taxpayers and the citizens of the community, as well as the professionals who utilize Town records. The office's central purpose is to record, index and preserve Putnam's valuable permanent records. Another important role of the Town Clerk's office is to educate the public regarding statutory requirements and procedures. Additionally, the office issues many licenses and permits, including marriage, birth and death certificates, dog, and sporting licenses. The Town Clerk's office coordinates with the Registrars for all elections and referendums. The office handles all absentee balloting and registers new voters. The Town Clerk is the secretary for Town Meetings.

Revenue projections for this office include various permit fees and license fees, document copying and recording fees, real estate conveyance fees, vital statistics fees, and other miscellaneous revenue sources.

The Town Clerk budget includes two full-time positions. The Town Clerk Department Head is responsible for this budget.

Expenditure Modifications

Minor increases in document management including microfilm, shredding, office supplies and dues and fees.

Revenue Modifications

Budgeted minor reduction is some categories including bingo and raffle permits and copy fees.

Registrar of Voters – 4149

This budget funds the costs for Town Elections. The primary expenses are payments to the election workers, materials and ballots and all costs related to maintaining the voting machines.

The part time payroll reflects stipends for two registrars and two assistant registrars. There are no projected revenues budgeted for this department. The Registrar's Office is responsible for this budget.

Expenditure Modifications

No modifications.

Land Use Agent – 4150

Formerly titled "Engineering", this Department includes one full time position. This department is responsible for matters related to Inland Wetlands and Watercourses, the Aquifer Protection Area, Town Planning including subdivisions and the Plan of Conservation and Development, some Zoning components including excavation and stormwater. Additional duties include assistance with Town projects and the Town's requirements under the NPDES permit for our Municipal Separate Storm Sewer System (MS4).

Professional services include infrastructure-related efforts survey efforts, and record management of historical town and private projects.

This Department includes one full-time employee, and the Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Salary modification reflects personnel change. Printing and binding increase to allow for records management. Reduction in professional services is to reclassify bridge inspection and stormwater assistance efforts to the Town Building category (see 4302).

Land Use Commissions - 4151

This Department oversees land use policy and implementation in Putnam in accordance with Connecticut General Statute requirements and local zoning regulations. Staffing and technical support are provided to the Town's land use commissions including the Inland Wetlands & Watercourses Commission, Planning Commission, Zoning Commission, Zoning Board of Appeals, and Aquifer Protection Agency.

The Land Use Commission budget includes overtime for recording secretary. The Land Use Agent Department and the Building Department provide assistance to the various land use commissions.

Projected Revenues include application fees associated with the various associated Land Use Commissions.

There are no employees as part of this department. The Land Use Agent and Building Official Department Heads share responsibility for this budget.

Expenditure Modifications

Slight modification associated with dues and fees.

Revenue Modifications

Minor reduction projected.

Facilities Study [Building Committee] - 4152

This budget provides funding for the Building Committee Group. This is a committee established by the Board of Selectmen to oversee and supervise the design and construction of the Putnam Municipal Complex.

The Part-time Salaries line reflects overtime costs for the Recording Secretary.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Reduction based on expected timeline for completion of the Municipal Complex construction and reduced frequency of meetings.

Insurance - 4157

This budget accounts for the insurance costs for Workers Compensation (WC) insurance and the Town's General Liability, Auto and Property (LAP) Insurance. Coverage is provided for building properties, liability, automotive, machinery, public officials' liability, employee blanket bonds and bonding for certain employees.

The Town obtains WC and LAP through the Connecticut Interlocal Risk Management Agency (CIRMA). The same policy covers a number of public entities including the Town of Putnam general government, the Board of Education, the Water Pollution Control Authority, and the Special Services District. The policy generally breaks down associated costs by individual and property, and costs are allocated correspondingly.

There are no employees as part of this department, and no projected revenues budgeted for this department. Human Resources and Payroll Department Head is responsible for this budget.

Expenditure Modifications

CIRMA has projected an increase to the WC Insurance for base premiums. CIRMA has also projected a base premium increase to LAP, in addition to an additional exposures for equipment and for new facilities (Municipal Complex property insurance).

Probate - 4161

This budget provides funds to pay for the costs of the regional Probate Court which is calculated based on population.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change.

Redevelopment - 4172

This budget provides funding for the Redevelopment Agency activities. The Redevelopment Agency provides leadership and implementation to community development projects including underutilized properties.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Economic and Community Development Department Head is responsible for this budget.

Expenditure Modifications

Increases to professional services and advertising to reflect additional requests for proposals.

Economic Development - 4173

The Economic/Community Development Office promotes the growth and development of the Town's economic base by assisting with the retention and expansion of existing businesses, encouraging new businesses to locate in Putnam and coordinating development programs and resources. Information, advocacy, and referrals are offered to industrial, commercial, and home-based businesses for various aspects of their operations. The office also works with many Community Development programs through block grants. Facade loan and grant programs are administered by the Director. The Director participates in the multiple related networking groups. Staff also supports the Redevelopment Agency.

The Economic Development office has relocated to the existing Town Hall and has permanent offices in the new Municipal Complex.

The Economic/Community Development budget includes two full time positions. There are no projected revenues budgeted for this department. The Economic and Community Development Department Head is responsible for this budget.

Expenditure Modifications

Increases to professional services to reflect plans for Quinebaug Technology Park signage. Costs associated with rental of equipment and space, and custodial supplies have been eliminated. Other minor modifications between categories.

Elections - 4197

This budget funds the costs for Town Elections. The primary expenses are payments to the election workers, materials and ballots and all costs related to maintaining the voting machines.

The part time payroll reflects payments for election workers.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Registrar Office is responsible for this budget.

Expenditure Modifications

Minor increase to professional education services.

Essential Services - 4198

This budget accounts for the general core processing functions of the Town operations. The primary costs are postage, copier supply, and telephone. The telephone budget line includes the main telephone system.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change.

Municipal Agent to the Elderly - 4199

This account funds the costs for the Town's Municipal Agent to the Elderly. This position provides direction, guidance, and support to the Town's elderly. Since 2018, the Town uses Interfaith Human Services to provide the majority of the service, including coordination with many local agencies to provide services to the elderly and needy within our community.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

There is no longer a designated agent as the Town uses an outside agency (see Department 4499).

Building Official - 4213

This budgetary account supports the Building Official's office which has the responsibility of ensuring the safety of persons and property through the establishment and maintenance of an effective building and

zoning code enforcement program. The Building Official/Zoning Enforcement Officer has the responsibility and is an essential element of the overall Building Safety and Housing Code programs and enforcement of the Zoning Regulations. Associated benefits that result from the duties performed by this office include: the reduction in the occurrence of fires, loss of life and injury, and the reduction of insurance rates.

Projected revenues for this department include building permit fees, fines, and minor copying fees.

The Building Official budget includes two full-time positions. The Building Official/Zoning Enforcement Officer is responsible for this budget.

Expenditure Modifications

Minor modifications to printing and binding, office supplies, and books. Meetings line item has increased to reflect the expected effort more accurately.

Revenue Modifications

No change.

Animal Control - 4215

This account provides funding for the operation of the Animal Control Program which deals with enforcement of State laws regarding animals, especially dogs, and efforts to protect animals from abuse and neglect. The Northeast Connecticut Council of Governments (NECCOG) provides animal control services on a regional basis.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Minor increase based on NECCOG's proposed costs.

Fire Marshal - 4219

The Fire Marshal's office has the responsibility of ensuring the safety of persons and property through the enforcement of the fire code. The Fire Marshal's duties include fire code enforcement and fire investigation. This includes documenting the fire scene, investigating fire patterns and flammable material to determine origin and cause of the fire, and conducting interviews. The Fire Marshal then reports all findings to the Town, law enforcement and the State as required.

Projected revenues budgeted for this department include various inspection fees.

This Department has two part time employees. The Fire Marshal is responsible for this budget.

Expenditure Modifications

Minor increases to advertising, travel, supplies and books. Repairs and maintenance per equipment expectations, and dues and fees based on estimated programs.

Revenue Modifications

No change.

Emergency Management - 4223

The Emergency Management department is responsible for the coordination of Emergency services and assets in the case of a large-scale emergency in Town. The Town receives $5,000 reimbursement for the Emergency Management Directors wages from the EMPG grant. The Emergency Management Director and Deputy Director are required to take training courses.

This Department includes two stipend individuals, and the Emergency Management Department Head is responsible for this budget. There are no projected revenues budgeted for this department.

Expenditure Modifications

Minor modification to office supplies.

Town Building – 4302

This budget provides funds for the general operation of the Town Hall and Public Restroom facilities. This also includes other Town properties such as the Armory and other Town structures and facilities. The Town Hall operates from 8:30am - 4:30pm Monday through Wednesday, 8:00 am - 6 pm on Thursday and 8 am - 1 pm on Friday. During non-pandemic times, the facility is heavily utilized during evening hours for meetings of the Board of Selectmen, and various boards, commissions, and committees. The Public Restrooms are located in the Municipal Parking Lot on Kennedy Drive and are open from 6am to 9pm daily. This provides an essential service to the community especially during our many community functions, and as people use the outdoor trails.

Early in FY2022, we expect to sell the existing Town Hall on Church Street and permanently transition to the newly constructed Municipal Complex.

Note that the Library Building (also planned to be sold in this calendar year) and the Fox Road Highway Garage have facility maintenance line items in their individual budgets.

Professional services include infrastructure-related efforts including bridge inspections (Town responsible for inspections of under-20-foot span bridges), and permit requirements under the Municipal Separate Storm Sewer System (MS4).

Expenditure Modifications

There are significant modifications to this Department, including:

- Existing Town Hall will continue to operate partially into FY2022, with an estimate cost of 1/3 of the previous annual costs (4 months of electricity, 4 months of gas etc.).
- Salary has been added to account for one full-time and one part-time custodian positions. This cost will be shared with the Library budget as the custodian will be responsible for the entire Municipal Complex.
- Professional services include various planned and urgent repairs and maintenance to existing Town structures and facilities. Note that while FY2022 does not include professional services for the Municipal Complex, as the first year is included in construction startup costs, future years will need funding for appropriate maintenance of the new Municipal Complex, including expected contracted services by a professional maintenance firm to properly maintain specialized components including the emergency generator, the HVAC system including filters, electrical, security system and card access system.
- Building maintenance for standard components of the new Municipal Complex and existing facilities. Note that the Town expects to identify a professional service to provide HVAC, generator, access, and other related maintenance for the new Municipal Complex. While the first-year cost of that service is part of overall construction, FY 2023 and beyond will need to increase professional services to reflect that maintenance cost.
- Addition/transfer of bridge inspections and stormwater permit maintenance to this Department. In the previous fiscal year, these bridge and stormwater costs were included in the Engineer/Land Use category.
- Reduction in natural gas as the new Municipal Complex uses electric to heat and cool.
- Increase in electricity to reflect the additional months between existing and new facilities, and the estimated electrical cost of the Municipal Complex. The Town's new solar installation that has been operating since July 2020 will stabilize the Municipal Complex's electricity cost (with assigned virtual net metering renewable energy credits), but historical projections are still being determined, along with actual electricity use. Electricity costs will be shared with the Library budget reflecting approximate use of space.
- Water and sewer fees are increased to estimate both the expected additional months between existing and new facilities, and the expectation that the Municipal Complex will likely see increased users above existing Town Hall levels. Water and sewer costs are shared with the Library budget.
- Custodial supplies increased due to expected additional use by the community.

Following spending most of the FY2022 in the new Municipal Complex, we expect that future FY2023 and beyond will continue to be modified to actual realized costs, and as maintenance needs change.

Revenue Modifications

Revenue line items have been created to coordinate with the proposed library budget for shared costs for the Municipal Complex utilities and maintenance, to cover items including electricity, water and sewer, mechanical equipment maintenance, and custodial positions.

Public Works [Highway Department] – 4303

The Town of Putnam Public Works budget funds the wages for the Public Works employees and provides for the maintenance of approximately 65 miles of roads, a fleet of over 35 vehicles and equipment, and the maintenance of the Highway Garage building. Major expenditures include the winter road treatment and snow removal, removal of hazardous trees, roadside mowing and brush control, road sweeping, road pavement patching and repair, drainage maintenance and repair, and litter pick up.

Revenue for this department includes fuel reimbursement from entities including the Special Services District, WPCA and Board of Education; based on fuel system accounting. In past years, this department's revenue also included Board of Education reimbursement for a mechanic.

This Department includes 12 full-time employees, in addition to on-call positions for storms as-needed and shares the cost of one full-time Finance Department individual to handle Highway administrative efforts. The Highway Superintendent/Department Head is responsible for this budget.

Expenditure Modifications

Salary modifications to reflect current payroll including expected use of seasonal employees.

Technical services increased for additional tree removal, necessary due to recent insect infestations and diseased trees. Snow plowing and sanding proposed increase to be prepared for more intense snow and storm seasons. Repairs and maintenance increase to reflect inflation plus the continued aging of equipment. Increased communication cost reflects an improved internet service and weather reporting.

The gasoline line item has been increased to accurately reflect the total cost of gasoline from our vendor. An offset revenue account will show the amount reimbursed by various entities in town such as the Board of Education, Fire, Police, Ambulance, and the school's bus transportation company AA Transportation. The net cost of public works gasoline has increased only to reflect inflation.

Bituminous has proposed an increase for additional road paving and maintenance.

Small increase in custodial supplies.

Revenue Modifications

Revenue for the bus mechanic reimbursement has been removed, as the Board of Education no longer uses Town facilities or personnel for mechanic efforts.

Fuel reimbursement is a new line item, to accurately account for the total expenditure for fuel purchases, along with the revenue realized from other entities use of the fuel and fuel system. Net fuel cost is changed only due to inflation cost increases from previous year.

Waste Collection [Sanitation] – 4317

This budget provides funding for Town-wide trash pick up and appropriate disposal, and the monitoring services for the old Municipal Solid Waste Landfill. The Town-wide trash pick-up and transportation is

through a contracted service with Willimantic Waste. As part of the Town's stewardship permit, the State requires regular monitoring and testing to be performed around the closed landfill site.

Note that municipal waste disposal, currently via incineration at Wheelabrator's Lisbon plant, is paid for from the Town's sticker fund [Fund 2850; outside of the operating budget], which is funded by sticker purchases. Also funded from the sticker fund are the Town's bulky waste days and other miscellaneous municipal waste management activities.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor, Town Administrator and Highway Superintendent/Public Works Department Head are responsible for this budget.

Expenditure Modifications

Professional services have a proposed increase to reflect increased vendor costs. Increased cost for refuse removal to reflect contracted increase in the Town's price for pickup and transportation by Willimantic Waste.

Council on Aging – 4417

This budget provides funding to the Commission on Aging. Their mission is "to provide leadership in creating and maintaining a comprehensive, coordinated, community-based support system that enhances the quality of life for seniors in Putnam". The Commission provides for educational and enjoyable programming, quarterly newsletters, and an annual Senior Information Fair.

The Part-time Payroll line reflects overtime costs for the Recording Secretary.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Recreation Department Head is responsible for this budget.

Expenditure Modifications

Minor movement between subcategories, with overall reduction in subtotal budget.

Veteran's Services – 4421

This budget is to assist in providing direction, guidance, and support to the Town's veterans, as required by state statute.

There are two stipend part-time positions. There are no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No proposed change.

Social Services – 4427

This budget provides funding in the event the Town is required to relocate a business or resident during the fiscal year. Any unspent relocation funds are donated to The Daily Bread food pantry at the end of the fiscal year.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change.

Outside Agency Contributions – 4499

This account provides the Town's contribution toward a portion of the operating costs of various social, health, safety and other agencies offering services to Town residents. To address needs which transcend municipal boundaries, most of these services are provided on a regional basis in the interest of economy and efficiency. Contributions to these agencies are based on a variety of formulae such as per capita or statistical measurement of the service received by an individual Town.

The Town has several large LOTCIP projects in process in which NECCOG is performing the engineering services, therefore, the budget reflects continued regional engineering services as it is a cost-efficient method of receiving the engineering services for the projects.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

Minor modification in additional to the following more significant. The Northeast Connecticut Transit District proposed budget has been reduced to reflect more recent costs. The Putnam Ambulance budget reflects increased cost per capita. The Northeast District Department of Health has increased their cost. The Thames Valley Council for Community Action reflects an increased cost due to significant expansion to the meals-on-wheels program. Starting in FY2022, when the new Municipal Complex is opened, TVCCA will begin using the new Community Rooms to serve and provide meals to seniors, which will be eaten onsite and at no cost to eligible individuals. This will be a great improvement to our community's senior population, and we look forward to their use to fill this existing need.

Library – 4501 [see separate FY2022 Library Budget worksheet proposed]

The mission of the Putnam Public Library is to serve the needs of the community by providing free access to a diversity of ideas, information and experiences with the goal of promoting the love of reading, the joy of lifelong learning and engagement with the arts, sciences and humanities. The Library typically has more than 50,000 visits annually, with hundreds of programs offered. During the COVID-19

pandemic, the Library has continued to maintain its services, with a variety of in-person visits, contactless pick-up, online programs and other. The Community continues to rely on the Library for typical books and listening, but also for computer, copying and printing, and notary public services.

Message from Library Director, "The Putnam Public Library Board of Trustees approved this budget [total $450,705] on December 14, 2020. They were somewhat reticent because of the uncertain expenses for next fiscal year of the present library building as well as the future library space at the municipal complex...The 2022-2023 budget will be much easier to predict after spending most of the year in the new building and having a better idea about the building expenses. We hope that the Board of Finance will take these mitigating circumstances into account when deliberating the Library budget."

The Library staff consists of 5 full time and 5 part time employees. Projected revenues budgeted for this department include various fees and are part of the Library's accounting. The Library Department Head and the Library Board of Trustees are responsible for this budget.

Expenditure Modifications

Similar to the Town Buildings Department 4302, the Library Budget has proposed a number of modifications due to the planned move from its existing location to the newly constructed Municipal Complex in FY2022. Some budget line items reflect costs associated with both properties, including estimating 4 months of electricity, maintenance, and fuel at the existing location; and for close to the full year at the new Municipal Complex.

Technical services and repairs and maintenance line items have been reduced as the cleaning and maintenance of the new Municipal Complex will be shared and is accounted for in a separate line item. Electricity has increased and fuel has decreased (heat by electric at new Municipal Complex). A new line item to support a part-time custodial position has been added (see Town Buildings for other shared components).

Revenue Modifications

Minor change to library fees as expected revenue.

Recreation – 4503

This budget covers the Department's administrative overhead and office operation as well as the recreation opportunities offered by the Recreation Department. Our mission is to provide fun, safe, physically rewarding and emotionally satisfying family and individual recreation opportunities to every member of the Putnam Community at a nominal cost. We look forward to meeting more members of the community through our various programs and events in the upcoming year.

Similar to many departments, the Recreation Department pivoted many of their normal events during FY2021 due to the COVID-19 pandemic. The Recreation Department has been very creative to maintain public events at little or no charge, while ensuring public safety.

Other Professional Services includes the cost of police details and music events at various town functions.

This budget reflects the revenue and expenses for events and field trips, which accounts for expected additional revenue.

Projected revenues budgeted for this department include PASS revenues, event fees, summer camp fees and various activity fees.

This department consists of 2 full-time and 1 part-time employees, in addition to more than a dozen seasonal employees for services such as children's summer recreation program and after-school programs. The Department Head is responsible for this budget.

Expenditure Modifications

Salary modifications to reflect current pay scale for the existing employees.

Cell phone cost for the Director and Afterschool Program Supervisor are now included in this Department's line item. There have been reductions in advertising, supplies, and electricity line items to reflect expected actual cost.

Revenue Modifications

Revenue line items have been modified to more accurately reflect the various expected sources of revenues. Revenue increase reflects expected use of various afterschool and summer school programs.

Parks & Grounds - 4505

This budget covers the cost of maintaining the Town parks, the grounds around public buildings, the downtown parking lot areas, the River Trail, the Riverfront Market Place, and the school athletic fields. Primary responsibilities are turf and athletic field maintenance, game preparation, care of trails, etc.

This department consists of 3 full-time employees. There are no projected revenues with this department. The Recreation Department Head is responsible for this department's budget.

Expenditure Modifications

The salary and overtime have been increased to reflect current personnel salaried. During FY2021, there were transfers between Town departments, and Parks & Grounds salary modifications were required due to Union contract terms. Overtime has been increased to allow for additional snow removal responsibilities on town properties.

Increase in cell phone cost for this department's crew leaders.

Reduction in event supplies.

Municipal Historian – 4509

This budget provides funding to reimburse the administrative costs of the Municipal Historian.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change.

Debt Service – 4801

This budget provides funding for the payments of principal and interest on the Town's long and short-term debt obligations. As part of financing requirements, the Town must serve as the applicant and payee for all municipal loans, including those for Board of Education projects. These debt obligations are used in the development and maintenance of the Town's facilities and capital infrastructure, and are summarized as follows:

- Ash Fund loan including line items for principal and interest. The repayment for this loan typically has no change to principal or interest payments.
- Quinebaug Technology Park loan for principal and interest. The repayment for this loan typically has no change to principal and reduction over-time to interest.
- High School loan for principal and interest. The repayment for this loan typically has small changes in principal and reduction over-time to interest.
- Municipal Complex loan for principal and interest. The repayment for this loan had some fluctuation early in the loan period, with long-term no change to principal and reduction in interest.

As part of new requirements under Governmental Accounting Standards Board (GASB), leases are to be included as part of municipal financing, so the Town's equipment leases are now included as follows:

- Two Freightliner plow trucks leased in FY2020; with an expected 7-year lease term and option to buy at $1.
- One Freightliner plow truck proposed to be leased in FY2022; with an expected 7-year lease term and option to buy at $1.

Revenue for this category includes use of the Ash Landfill Ground Lease Capital funding for equipment leases, as applicable (new GASB accounting standards for leased equipment).

There are no employees as part of this department. The Mayor, Town Administrator and Treasurer are responsible for this budget.

Expenditure Modifications

For debt service, the High School repayment has reduced interest costs and a small reduction in principal cost. The Quinebaug Technology Park loan also has slightly reduced interest cost. The Municipal Complex loan has been split into principal and interest line items for consistency. While the Municipal Complex principal remains flat, interest is increased from FY2021; and per the loan schedule, interest payments will decrease in future fiscal years.

The previously Freightliner plow truck approved in FY2021, as well as proposed FY2022 lease for an additional plow truck have been added as a line item in debt service.

Revenue Modifications

For debt service, the value of the proposed lease equipment of plow trucks are included as revenue from the Ground Lease Capital Projects fund (see 5-Year CIP and balance between total $1,050,000; the revenue accounted for here, and the planned use of Ground Lease funds for the CIP).

[Capital Non-Recurring 4902. This category is a carry-over from accounting practices in FY2020. Use of the Surplus/General Fund to balance mill rate is now included in the Mayor's 4109 Category.]

Contingency / Reserve – 5001

Funds in this account provide for the reservation of funds for several purposes. Revaluation accounts for the need for contracted revaluation services every 5 years according to state statute. General Contingency exists to provide funds for unanticipated levels of expense, and in the past several years has included expenses such as sick time payout for retiring employees, costs for unplanned permitting requirements, emergency power generation maintenance or replacement and other unplanned for expenses. The Town's use of general contingency requires pre-approval by the Board of Finance.

Equipment Reserve is funding dedicated to the eventual replacement of various pieces of equipment. The value is meant to represent the annual depreciation of specific equipment. This provides a long-term sustainable funding source for equipment replacement and will continue to build towards a standard amount based on the Town's total capital asset value.

There are no employees as part of this department, and no projected revenues budgeted for this department. The Mayor and Town Administrator are responsible for this budget.

Expenditure Modifications

No change to revaluation. The general contingency has been increased for two reasons, first to account for overall inflation, and secondly to allow a budgeting placeholder for potential union negotiations. While this is a union negotiating year, no salaries have been increased in the department budgets for FY2022. The proposed budget reflects an increased contingency to account for possible negotiated wage increases.

Equipment reserves has been increased to gradually build up the funding to appropriate levels matches the lifecycles of various vehicles and equipment as part of the Town's asset management.

Section 8

Town Capital Improvement Plan Narrative

TOWN OF PUTNAM

FY 2022 TOWN CAPITAL IMPROVEMENTS PLAN NARRATIVE

Introduction

The Town has prepared its 5-year capital improvements plan based on review of ongoing and planned capital expenditures. Town Departments have provided input, especially from the Mayor's Office, Highway Department and Recreation Department. The plan will be brought to the Planning Commission to request a positive recommendation of the plan, including considering goals of the Town's Plan of Conservation and Development (POCD).

This CIP will be reviewed by the Mayor, the Board of Selectmen, the Board of Finance, and the public prior to it being voted on at the Town Meeting (unless COVID-related state executive orders require other approval process). This document summarizes the items included under various categories and notes applicable modifications. The categories correspond with the FY2022 5-Year Capital Improvement Plan for the Town of Putnam. As with all long-term plans, the initial year (FY2022) is most accurate, with future years approximate based on today's knowledge and current planning documents and information. Recommendations for future years will be updated in future budget planning processes.

The following sections summarize anticipated capital projects in FY2022 and beyond. This document also includes a summary of the anticipated funding sources for FY2022.

Road Construction

Drainage Improvements – In previous years, this was a separate line item. Since capital drainage improvements are done as part of road reconstruction or other pavement modifications, these types of capital improvements are now included with the Road Reconstruction line item.

Woodstock Avenue and Church Street Pavement and Sidewalk Improvements Project. This project has been designed by the Northeast Connecticut Council of Governments (NECCOG) and has been approved to have its construction contractor funded by the Local Transportation Capital Improvement Program (LOTCIP). However, the program requires professional inspection services, which must be funded locally. Previous year's CIP include the LOTCIP funding, this upcoming fiscal year CIP includes funding to provide inspection services during construction.

Grove Street Sidewalks - The Town has applied for LOTCIP grant funding which would provide 100% funding for the construction costs. NECCOG has been progressing contract documents as part of the Town's participation in the Regional Town Engineer services provided by NECCOG. The Town has completed the required surveying costs. Sidewalk construction will require specific provisions for adjacent pavement restoration (about 1-foot from sidewalk edge) since the state recently repaved along this route. Similar to the Woodstock Ave and Church Street Improvements Project, the Town will have to contract for the required construction inspection costs, which are included in FY2022 CIP.

School Street Sidewalks - The State DOT milled and repaved Route 44 from Kennedy Drive to the Interstate 395 intersection. Much of the sidewalk along this corridor are in severe deterioration. Through NECCOG, the Town will be applying for LOTCIP grant funding which would provide 100% funding for the construction costs. The Town has previously contracted for design of the sidewalk replacement, which will require minor modification prior to bidding. The Town will have to contract for the required construction inspection costs, which will need to be in future year's CIP, corresponding to expected construction schedule.

Five Mile River Road - The Town continues to work with NECCOG to prepare a Rural Collector grant for the reconstruction and repaving of Five Mile River Road. This project is likely to be divided into phases. Some areas of the road require full reconstruction, while other areas of the corridor require less base repair. The Rural Collector grant is a combination of Federal and State funding. Due to the expected large road length and associated cost, this effort remains as a FY 2023 start. The Town may contract survey services, including aerial photogrammetry, to take advantage of low-leaf coverage periods and be prepared for design efforts to start. There is no proposed CIP funding for this project in FY2022.

Road Reconstruction - Road Reconstruction is for a number of identified roads that have been identified as requiring reconstruction/overlayment/chip seal. Continuing pavement improvement efforts completed in recent years; additional small lengths of roads may be reconstructed in FY2022. For FY2022, the priority road reconstruction project is Kennedy Drive, which will include pavement reconstruction between Park Road/east of I-395 and Sunset Avenue. Additional lengths of Kennedy Drive, extending towards Providence Street intersection will be continued in future years. This schedule is subject to change.

Sidewalks - Similar to the Drainage Improvements category, in previous years, this was a separate line item. Since capital sidewalks improvements are done as part of road reconstruction or other project-specific modifications, these types of capital improvements are now included with the Road Reconstruction line item.

Guide Rail Replacement - Similar to the Drainage Improvements and Sidewalks categories, in previous years, this was a separate line item. Since capital guide rail improvements are done as part of road reconstruction or other project-specific modifications, these types of capital improvements are now included with the Road Reconstruction line item.

Bridges

East Putnam Road Bridge - Currently there are two galvanized culverts which are showing soil breakthrough. This project includes culvert replacement via relining for the East Putnam Road bridge (not full replacement). The Town has applied for and received approval to use the Local Capital Improvements Program (LOCIP) allocated funds for this bridge construction project. Since the LOCIP funding is limited, additional local funding is included in the FY2022 budget for this project.

Danco Road Bridge – The state currently categorizing this bridge as an "under-20" foot span bridge, which means that the Town (rather than the state) is responsible for performing inspections every 2 years. The Town inspected in FY2021 and found that Danco Road Bridge is significantly deteriorated.

Load weight limit signage has been posted, and we expect full replacement will be necessary. We intend to coordinate with the state to determine whether this bridge could be reclassified and eligible for either the federal 80/20 funding or the state 50/50 funding. There is no funding proposed for FY2022, but significant funding needed and shown in future fiscal years.

Bridge Improvements – There are 19 bridges throughout the Town of Putnam that are part of the road infrastructure. In addition to the recently completed and planned improvements, many of the Town's bridges require relatively minor repairs including at grade and substructure improvements. This fund included proposed local funding to keep our bridges adequately maintained so that their full structure life can be realized, and State DOT inspections can report satisfactory or good conditions. FY2022 includes proposed local funding. Two bridges that are expected to require improvements (not replacement) are Five Mile River Road Bridge over Five Mile River; and East Putnam Road Bridge over Cady Brook. DOT inspections performed in FY2021 have noted deficiencies in these two bridges.

Bridge Replacement Fund – This fund is to create a capital fund to support eventual replacement needs of the Town's bridges. As noted above, there are 19 bridges, and while a handful have recently been replaced so in their early expected life stages, other bridges, in addition to those currently identified) will need full replacement in future years. There is no funding proposed for FY2022, but significant funding needed and shown in future fiscal years.

Bridge Projects, including culverts - This fund is to create a capital fund to support eventual project needs of the Town's bridge projects including culverts and other road crossings. In order to maintain our Town's roads and travel infrastructure, a fund designated to this maintenance is prudent. There is no funding proposed for FY2022, but significant funding needed and shown in future fiscal years.

Parks

Recreation and athletic fields will allow continued improvements and modifications to the Town's properties including Sabin Street and Murphy Park. Additional areas may include the middle school field and the high school level field (driveway out to Woodstock Avenue). Murphy Park improvements may include various items including tennis courts, skatepark and playground area around the Armory. FY2022 proposes a modest amount of local funding, with future years increasing.

The playscape item is intended for Town recreation fields. Note that depending on future needs for a playscape at the new Municipal Complex, we expect separate funding for that site (including privately raised).

No fencing replacement anticipated in FY2022 or upcoming years. Longer-term needs are expected.

The streambank at Simonzi Park has significant erosion and will be addressed in future fiscal years. Instead of prior design elements including riprap, federal permitting agencies require more natural absorption, so erosion does not continue in downstream locations. There is no proposed funding in FY2022, but significant funding planned for future years.

The Rotary Park bandstand roof needs replacement. Options include consideration for a metal roof for long-term life and minimal maintenance. There is proposed local funding for FY2022, with no expectation of future years need.

Public Buildings

Armory improvements include the installation of an overhead vehicle access door on the side of the building. Note that this value does not include any interior upgrades or rehabilitation. There is proposed local funding for FY2022, with no expectation of future years need.

Equipment

Equipment capital costs are for Town Departments including the Highway Department and Recreation Department and enable replacement of equipment significantly past their useful life. Equipment will be replaced to balance repair costs, availability of replacement parts, and other lifecycle costs. Highway Department equipment includes a dump truck, roadside mower, pickup with plow and trailer-mounted leaf vacuum units. Recreation Department equipment includes a parks mower, a pickup truck, a trailer, and gators. There is also equipment included for the Fire Marshal and Building Inspector vehicles. Of these, only the Highway Trailer-mounted leaf vacuum units are included in FY2022 as local funding. All other equipment is included in future years based on expected life cycles of existing equipment. Also note, that the recent and proposed leases for Highway Trucks are included in the Town's general government operating budget per recent Government Accounting Standards Board (GASB) requirements.

Informational Technology

The Town's tabulators have reached the end of their useful lives, with recent years' election having mechanical failures. This capital expenditure replaces two tabulators per year over the next several years.

Replacement hardware includes capital budget to allow planned replacement of older computer hardware, including network devices, printers, plotters, and other shared equipment.

Town Improvements

Downtown parking includes potential improvements to the downtown area, including Union Square. These improvements would include revised pavement with a goal of increasing available number of parking spots. There is no proposed funding in FY2022, but significant funding planned for future years.

Kennedy Drive parking is the existing lot adjacent to DMV. In recent months, the state has indicated that the existing DMV structure will not be reopened as it does not allow for COVID-19 related operating

procedures. The adjacent electrical equipment owned by Eversource has recently been dismantled, and the Town would consider purchasing and expanding the Kennedy Drive parking area to increase available parking spots. There is no proposed funding in FY2022, but significant funding planned for future years.

The Phase II Providence Street renewal program is a capital effort administered by the Economic and Community Development Department. Phase I has been completed and included pocket parks in prominent areas. Phase II will include enhancements including banners, facades, and infill efforts. There is no proposed funding in FY2022, but significant funding planned for future years. The Town expects there may be state funding for this future project.

The Blight program is a capital effort to fund necessary Town efforts on blighted properties. There is a steady amount of local funding proposed for FY2022 and continued into future years.

The capital item for dark fiber is to install fiber for future businesses that may develop lots in the Quinebaug Technology Park past the YMCA. Due to the likely extended schedule for additional development, this item has been removed from the 5-year CIP. Future improvements would be coordinated with then-current technology.

Funding Legend

The Town plans its CIP based on a variety of local, state, and federal funding programs. For FY2022, there is $1,050,000 dedicated local funding from the Ash Landfill Ground Lease Revenue for capital projects. As part of our equipment replacement, approximately $80,000 of that amount is being proposed as dedicated to the Highway Department's lease-to-own dump trucks (see General Government operating budget "Bonded Indebtedness"). Therefore, the calculated FY2022 capital program proposes $970,000 for FY2022 from Ground Lease Revenues.

Based on state revenue for Town Aid Road (TAR) program, which the state has reported that they expect to maintain levels matching FY2021, the Town anticipates $236,000 from Town Aid Road towards our FY2022 CIP. All TAR funding is directed towards the Road Reconstruction line item.

Similar to TAR, the revenue from State Aid for Municipal Projects is anticipated as $170,000 for FY2022. All State Aid for Municipal Projects funding is also directed towards the Road Reconstruction line item.