

To: Board of Selectmen and Board of Finance Members

Cc: Pam Iacono, RTM Moderator

From: Robert Mayer, CFO

Date: March 15, 2017

RE: Follow up

Attached please find the Schedule of Follow-up Requests from Board of Finance and Board of Selectmen, and documents in response to follow-up requests number 2, 10, 11, 17, 26, 27, 28, 29, 30, 31 and 32.

Schedule of Follow-up Requests (BOF/BOS)

<u>Doc#</u>	<u>REQUEST</u>	<u>REQUEST DATE</u>	<u>ASSIGNED TO</u>	<u>RESPONSE DATE</u>
1	Pension Valuation additional info	3/1/2017	CFO/H&H	3/9/2017
2	Insurance Reconciliation, explain fluctuation in actuals among Insurance lines.	3/1/2017	HR	3/15/2017
3	Aon Renewal for January/February	3/1/2017	CFO/AON	open
4	Town Property Inventory and Replacement Value	3/1/2017	HR	open
5	HR Education and Memberships, break out	3/1/2017	HR	open
6	Unemployment Comp backup	3/1/2017	Budget Dir.	3/9/2017
7	Internal Service Fund Schedule	3/1/2017	CFO	3/2/2107
8	List of Attorneys	3/1/2017	Budget Dir.	3/9/2017
9	Hardcopy MUNIS Text and YTD reports for BOF/BOS	3/1/2017	Budget Dir.	3/2/2017
10	Advertising budget, break out mandated v. discretionary	3/2/2017	Budget Dir.	3/15/2017
11	Bank Fees – number of transactions and charges	3/2/2017	Controller	3/15/2017
12	Provide Schedule of Investment Income	3/2/2017	Budget Dir.	3/9/2017
13	Audit report from FTC	3/2/2017	Internal Auditor	3/9/2017

Schedule of Follow-up Requests (BOF/BOS)

<u>Doc#</u>	<u>REQUEST</u>	<u>REQUEST DATE</u>	<u>ASSIGNED TO</u>	<u>RESPONSE DATE</u>
14	PILOT – timing of GE sale, when this this be reflected in PILOT	3/2/2017	CFO	open
No Doc	Which officials or bodies approve new agreement between Town and Parking Authority <i>Answer: First Selectman negotiates, BOS approved, RTM approves</i>	3/2/2017	Town Atty	3/9/2017
15	Provide Department Head Benefits document	3/2/2017	Budget Dir.	3/9/2017
16	Fund Balance – What are other Aaa towns doing with their FB relative to Governor’s budget and Teacher Pension Costs.	3/2//2017	1 st Sel.	open
17	Fund Balance % for Aaa Towns	3/2/2017	Mr. Walsh	open
18	Revolving Fund revenue and expense	3/2/2017	Rec Dir.	3/9/2017
19	Discuss and decide whether to establish Revenue account as offset for sponsored concerts for Sherman Green. How do we spend more than authorized if we have netted Expense for concerts and not obtained sponsors.	3/2/2017	CFO	3/9/2017
20	Operation and oversight of Recreation Revolving Fund	3/3/2017	CFO	3/9/2017
21	Penfield Rental income; will commission vote fee increase, how much can we increase revenue account (42510).	3/2/2017	Rec Dir.	open
22	HSR rough mower replacement has been deferred. What additional costs result from this reduction.	3/2/2017	Rec Dir.	3/9/2017

Schedule of Follow-up Requests (BOF/BOS)

<u>Doc#</u>	<u>REQUEST</u>	<u>REQUEST DATE</u>	<u>ASSIGNED TO</u>	<u>RESPONSE DATE</u>
23	Motor Vehicle Fuel Contract pricing and duration of contract, confirm with Gerald and provide BOF/BOS with MVF contract and pricing info.	3/2/2017	Budget/Purch.	3/9/2017
24	Legal opinion from Town Attorney on Town's ability to adjust the mill rate after the BOF has set an initial mill rate. What approvals would be required to adjust the mill rate.	3/7/2017	Town Atty	open
25	Private School Transportation, confirm price per gallon used for Fuel cost.	3/7/2017	BOE	3/9/2017
26	Employment Dates, Salary, Account charged for employee "Joan"	3/9/2017	Payroll Clerk	open
27	Employees currently receiving stipends, start date, amount	3/9/2017	Budget Dir.	3/15/2017
28	Employees reclassified in current year	3/9/2017	Budget Dir.	3/15/2017
29	FTE by Department, - 2007 vs. 2017	3/9/2017	Budget Dir.	3/15/2017
30	WPCA Liability Insurance reconciliation	3/9/2017	Budget Dir.	3/15/2017
31	Pension Update	3/9/2017	Budget Dir.	3/15/2017

Schedule of Follow-up Requests (BOF/BOS)

<u>Doc#</u>	<u>REQUEST</u>	<u>REQUEST DATE</u>	<u>ASSIGNED TO</u>	<u>RESPONSE DATE</u>
32	Electricity Loan payments FY17, amount, where budgeted, where charged	3/9/2017	Budget Dir.	3/15/2017
xx	Upload Handouts on website	continual	Budget Dir.	continual

Document 2
1/4

Following is the Schedule of actual premiums of the Town's insurance coverage for the Fiscal Years 2013 through 2017, and the budgeted amount for FY2018. Amounts shown on the schedule may not be the same as those shown in the budget books due to timing of payments and classification of account changes.

Original Quote

			FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Property	Payee	Insurer						
	CIRMA	CIRMA	\$ 301,000	\$ 295,000	\$ 392,051	\$ 346,428	\$ 328,334	\$ 323,022
	Builder Risk	CIRMA	\$ -	\$ 10,000	\$ 31,000	\$ -	\$ 2,000	\$ -
	Penfield & Fire Training Center	CIRMA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,500
	Fairfield Historical	Fairfield Historical	\$ 15,500	\$ 18,000	\$ -	\$ -	\$ -	\$ -
	Physical Damage - Fire Trucks	CIRMA	\$ -	\$ -	\$ 3,347	\$ 3,441	\$ 3,557	\$ 3,494
	Primary Federal Flood	The Hartford	\$ -	\$ -	\$ 50,000	\$ 27,623	\$ 24,735	\$ 29,945
	\$5,000,000 of excess flood	CIRMA	\$ 59,300	\$ 56,000	\$ 54,931	\$ 57,214	\$ 56,608	\$ 52,351
	Brokerage/Risk Management	Peoples	\$ 18,000	\$ 18,000	\$ 13,500	\$ 16,000	\$ 16,500	\$ 16,500
Total Property			\$ 393,800	\$ 397,000	\$ 544,829	\$ 450,706	\$ 431,734	\$ 433,812
Errors and Omissions								
	Public Officials Liability	CIRMA	\$ 98,800	\$ 100,500	\$ 109,865	\$ 124,906	\$ 128,996	\$ 126,686
	Educators Liability	CIRMA	\$ 47,200	\$ 48,000	\$ 52,435	\$ 52,049	\$ 52,837	\$ 51,891
	Dr. McDonald	Coversys	\$ 4,795	\$ 7,800	\$ 3,722	\$ 3,644	\$ 4,110	\$ 4,110
	Tax Collector's Bond		\$ 600	\$ 700	\$ 908	\$ 1,049	\$ 1,049	\$ -
	Fiduciary Liability Pension	Pension Fund pays	\$ -	\$ 23,538	\$ 25,892	\$ 23,954	\$ 23,954	\$ 24,673
	Brokerage/Risk Management	Peoples	\$ 14,300	\$ 14,300	\$ 12,260	\$ 14,760	\$ 15,260	\$ 15,260
Total E&O			\$ 165,695	\$ 194,838	\$ 205,082	\$ 220,362	\$ 226,206	\$ 222,620
Liability								
	General Liability	CIRMA	\$ 216,300	\$ 222,500	\$ 240,420	\$ 267,107	\$ 346,777	\$ 340,567
	Auto Liability	CIRMA	\$ 33,500	\$ 38,500	\$ 40,336	\$ 51,610	\$ 54,680	\$ 55,527
	Law Enforcement Liability	CIRMA	\$ 40,740	\$ 42,100	\$ 46,432	\$ 45,811	\$ 47,234	\$ 47,420
	Pollution Liability	CIRMA	\$ -	\$ -	\$ -	\$ -	\$ 15,000	\$ 15,000
	Cyber Risk	Peoples	\$ -	\$ -	\$ -	\$ 81,235	\$ 77,367	\$ 49,103
	Crime	Hanover	\$ 2,678	\$ 3,100	\$ 2,908	\$ 3,314	\$ 3,318	\$ 2,908
	Excess Workers' Comp	PMA	\$ -	\$ 112,000	\$ 114,743	\$ 135,000	\$ 166,320	\$ 126,720
	BOE Athletic Policy	Bollinger	\$ -	\$ -	\$ 42,000	\$ 42,000	\$ 42,891	\$ 40,000
	Primary XS \$10,000	Peoples	\$ 145,521	\$ 138,500	\$ 149,287	\$ 152,815	\$ 153,532	\$ 173,604
	\$5 million excess of \$10 million	Peoples	\$ 24,150	\$ 25,200	\$ 26,922	\$ 21,348	\$ 21,856	\$ 23,760
	Brokerage/Risk Management	Peoples	\$ 34,876	\$ 34,876	\$ 27,376	\$ 27,376	\$ 28,376	\$ 28,376
Total Casualty & Crime			\$ 497,765	\$ 616,776	\$ 690,424	\$ 827,616	\$ 957,351	\$ 902,985
Total All			\$ 1,057,260	\$ 1,208,614	\$ 1,440,335	\$ 1,498,684	\$ 1,615,291	\$ 1,559,417

Final Premium

	FY 13	FY 14	FY 15	FY 16	FY 17	FY 18
Property						
CIRMA	\$ 285,088	\$ 288,525	\$ 322,041	\$ 302,771	\$ 307,854	
Builder Risk	\$ 5,000	\$ -	\$ 7,500	\$ -		
Penfield & Fire Training Center	\$ -	\$ -	\$ -	\$ -	\$ -	
Fairfield Historical	\$ 15,748	\$ -	\$ -	\$ -	\$ -	
Physical Damage - Fire Trucks	\$ -	\$ 2,910	\$ 3,201	\$ 3,309	\$ 3,392	
Primary Federal Flood	\$ -	\$ -	\$ 19,686	\$ 19,788	\$ 30,166	
\$5,000,000 of excess flood	\$ 59,300	\$ 47,766	\$ 52,013	\$ 53,913	\$ 49,929	
Brokerage/Risk Management	\$ 18,000	\$ 13,500	\$ 16,000	\$ 16,000	\$ 16,500	
Total Property	\$ 383,136	\$ 352,701	\$ 420,441	\$ 395,781	\$ 407,841	\$ -
Errors and Omissions						
Public Officials Liability	\$ 93,697	\$ 95,535	\$ 116,191	\$ 120,171	\$ 122,996	
Educators Liability	\$ 44,908	\$ 45,596	\$ 48,418	\$ 49,151	\$ 50,380	
Dr. McDonald	\$ 7,000	\$ 3,091	\$ 3,373	\$ 3,914	\$ 3,925	
Tax Collector's Bond	\$ 578	\$ 578	\$ 954	\$ 1,049	\$ -	
Fiduciary Liability Pension	\$ -	\$ 23,538	\$ 21,776	\$ 21,776	\$ 23,954	
Brokerage/Risk Management	\$ 14,300	\$ 12,260	\$ 14,760	\$ 14,760	\$ 15,260	
Total E&O	\$ 160,483	\$ 180,598	\$ 205,472	\$ 210,821	\$ 216,515	\$ -
Liability						
General Liability	\$ 207,826	\$ 209,061	\$ 248,472	\$ 325,085	\$ 330,648	
Auto Liability	\$ 36,480	\$ 35,075	\$ 48,009	\$ 50,996	\$ 52,137	
Law Enforcement Liability	\$ 39,966	\$ 40,375	\$ 42,616	\$ 44,109	\$ 45,038	
Pollution Liability	\$ -	\$ -	\$ -	\$ -	\$ -	
Cyber Risk	\$ -	\$ -	\$ 77,367	\$ 73,683	\$ 47,673	
Crime	\$ 2,678	\$ 2,678	\$ 3,156	\$ 3,318	\$ 2,908	
Excess Workers' Comp	\$ -	\$ 104,312	\$ 112,497	\$ 133,928	\$ 147,163	
BOE Athletic Policy	\$ -	\$ 39,477	\$ 39,000	\$ 40,849	\$ 39,733	
Primary XS \$10,00,000	\$ 126,040	\$ 129,815	\$ 142,153	\$ 142,839	\$ 143,123	
\$5 million excess of \$10 million	\$ 22,800	\$ 23,410	\$ 20,385	\$ 20,385	\$ 20,250	
Brokerage/Risk Management	\$ 34,876	\$ 27,376	\$ 27,376	\$ 27,376	\$ 28,376	
Total Casualty & Crime	\$ 470,666	\$ 611,579	\$ 761,031	\$ 862,568	\$ 857,049	\$ -
Total All	\$ 1,014,285	\$ 1,144,878	\$ 1,386,944	\$ 1,469,170	\$ 1,481,405	\$ -

NOTES:

Tax Collector's Bond payable and insured by Travelers FY 13 - FY16. Coverage replaced on Crime policy, payable and insured by Hanover FY17

Crime policy payable and insured by Travelers FY13-FY16. Coverage replaced FY17, payable and insured by Hanover

FY17 Cyber paid premium adjusted due to coverage change with CIRMA, new ACE retention \$1,000,000

Primary XS \$10,000,000 - Payable to Peoples FY 13 - FY17. Insured FY13/FY14 - Tower Insurance. Coverage replaced 01/17/2014 to ACE

\$5 million excess of \$10 million - Payable to Peoples FY13-FY17. Insured by Mt. Hawley Insurance FY13 and FY14. FY15 rewritten to American Alternative Insurance.

F17 Pollution coverage for Underground Storage Tanks has not been spent., pending quotes

Additional Insurance Items - Fireworks Cancellation (\$1936), Zane's General Liability (\$3,600), BOE Musical Instrument Floater (\$350)

Budget Note: FY18 Hartford Flood did not include Penfield, revised FY18 budget \$36,000

03/07/2017 14:34 | FAIRFIELD TOWN
6537lgar | NEXT YEAR BUDGET LEVELS REPORT
PROJECTION: 20181 2018 GENERAL FUND

| P 1
| bgnyrpts

FOR PERIOD 99

General Fund			<u>2017</u>	<u>2018</u>	<u>2018</u>	<u>Comment</u>
			<u>BUD</u>	<u>DEPT</u>	<u>1ST SEL</u>	
1001030	TOWN CLERK	ADVERTISING	700	600	600	All required by Charter or CGS
1001090	ZONING BOARD OF APPEAL	ADVERTISING	1,500	1,500	1,500	All required by section 8-7d CGS and include notice of public hearings and notice of decisions
1001110	TOWN PLANNING & ZONING	ADVERTISING	1,500	1,500	1,500	All required by section 8-7d CGS and include notice of public hearings and notice of decisions
1001210	HISTORIC DISTRICT COMM	ADVERTISING	200	200	200	Legal notices
1001230	CONSERVATION	ADVERTISING	700	700	700	All required by CGS - all hearings and decisions
1001250	SHELLFISH COMMISSION	ADVERTISING	0	125	125	All required by CGS - all hearings and decisions
1001330	HUMAN RESOURCES	ADVERTISING	4,000	6,500	6,500	ads for job postings
1001350	COMMUNITY & ECONOMIC D	ADVERTISING	3,000	3,000	3,000	Some required public notices, and program and meeting announcements
1001370	HARBOR MANAGEMENT COMM	ADVERTISING	200	200	200	Required public hearing notices (2 budgeted)
1003030	PURCHASING	ADVERTISING	3,000	3,000	3,000	Legal ads required by Charter of CGS - increase due to CGS legislation for minority set-asides requirements
1003050	ASSESSOR	ADVERTISING	100	100	100	Legal notices required by CGS
1003090	TAX COLLECTOR	ADVERTISING	600	400	400	\$400 mandated per state statute for the legal notices published for each quarter taxes due
1003130	BOARD OF FINANCE	ADVERTISING	2,700	2,400	2,400	All required by section 12.3 c of Town Charter

			<u>2017</u>	<u>2018</u>	<u>2018</u>	
			<u>BUD</u>	<u>DEPT</u>	<u>1ST SEL</u>	<u>Comment</u>
1004010	FIRE	ADVERTISING	1,800	1,000	1,000	None mandated. Used to replace Fire Prevention, Fire Safety Awareness Banners and materials, employment or initial firefighter exam announcements
1004050	ANIMAL CONTROL	ADVERTISING	1,000	600	600	CGS 22-332(a) Animal Control shall promptly publish a description of dog or other domestic animal in the lost and found column of a newspaper having a circulation in such town. of such dog or other domestic animal to be published
1005011	PUBLIC WORKS - ADMINIS	ADVERTISING	800	500	500	Public Servcie ads and legal notices
1005050	BUILDING	ADVERTISING	250	250	250	newspaper ads
1005070	ENGINEERING	ADVERTISING	1,200	1,000	1,000	Mandated Public Notices by CT DEEP, Dept of Housing, DOT, Fairfield IWPA Regulations.
1006010	HEALTH	ADVERTISING	950	950	950	Ads for substitute nurses, flu clinics, public hearings,
1006050	HUMAN SERVICES	ADVERTISING	2,500	1,500	1,500	Not mandated - mailing to seniors to promote activities and advertise for staff as needed
1006070	SOLID WASTE & RECYCLIN	ADVERTISING	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>	Town Charter and Code require legal notice for Public Hearing(s) est at \$1,600. Additionally, \$400 is budgeted for signage and other advertising.
GRAND TOTAL			28,700	28,025	28,025	

** END OF REPORT - Generated by LINDA GARDINER **

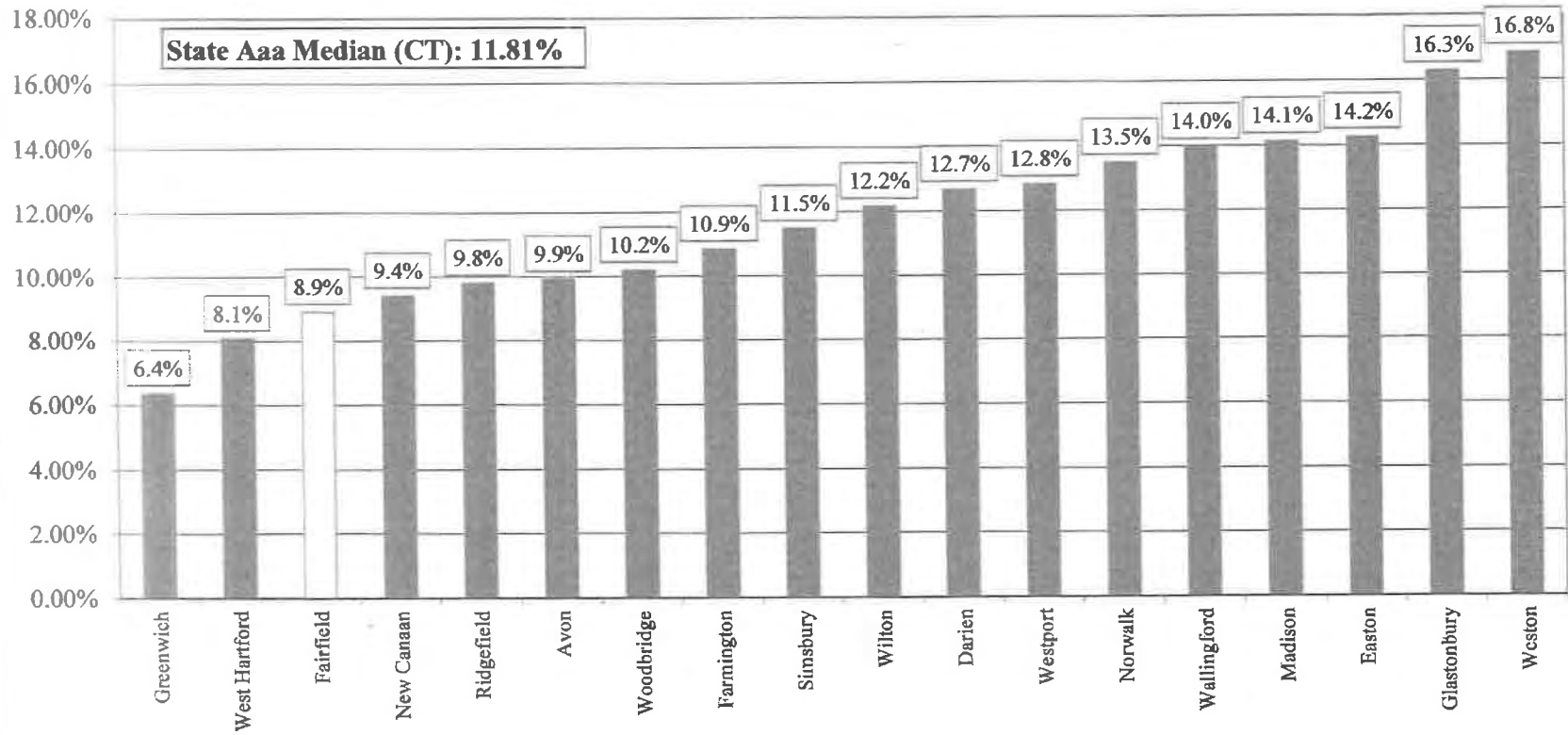
TOWN OF FAIRFIELD BANKING SERVICE VOLUME & PRICE (2016)															
Description	Jan-16	Feb-16	Mar-16	Apr-16	May-16	Jun-16	Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Total	Price	Total
Account Maintenance	34	34	33	33	33	33	33	33	33	33	33	33	398	\$ 14.00	\$ 5,572.00
ACH Credit	162	144	146	140	128	116	95	121	146	144	157	148	1,647	\$ 0.17	\$ 279.99
ACH File Adds/Changes/Deletes	-	6	1	3	-	4	-	-	3	-	-	1	18	\$ 5.00	\$ 90.00
ACH Notification Of Change	4	3	3	2	-	2	2	2	1	1	4	1	25	\$ 3.50	\$ 91.00
ACH Originated Debits/credits	5,349	5,733	6,963	5,376	6,238	5,725	4,931	5,667	5,512	6,112	7,092	5,523	70,221	\$ 0.19	\$ 13,341.99
ACH Payments	5	5	6	4	5	5	4	6	6	6	10	7	69	\$ 0.19	\$ 13.11
ACH Per File Upload	8	10	9	8	10	10	11	12	8	9	9	8	112	\$ 5.00	\$ 560.00
ACH Return Item	2	2	-	1	3	5	-	1	4	1	2	1	22	\$ 5.00	\$ 147.00
ACH Withdrawal	91	93	91	85	92	99	97	115	97	90	85	86	1,121	\$ 0.17	\$ 190.57
Additional Location Fee (RDC)	2	2	2	2	2	2	2	2	2	2	2	2	24	\$ 30.00	\$ 720.00
Archived Images	11,645	2,274	1,450	5,548	1,394	951	28,864	3,443	990	18,214	1,665	1,851	78,289	\$ 0.02	\$ 2,255.29
Audit Confirmation/credit Inquiry	-	-	-	-	-	-	30	-	-	-	-	-	30	\$ 30.00	\$ 900.00
Br Tax Pmt - File Transmission	1	1	-	1	1	-	1	1	-	1	1	-	8	\$ 50.00	\$ 400.00
Br Tax Pmt - Per Item Processed	1,187	116	-	669	69	-	1,542	175	-	1,230	22	-	5,010	\$ 0.35	\$ 1,753.50
Cash Deposited	3,582	2,610	2,976	4,424	3,944	4,182	6,047	3,820	2,718	4,423	2,811	1,988	43,525	VARIES	\$ 6,922.90
CD ROM Stmt	6	6	6	6	6	6	6	6	6	6	6	6	72	\$ 35.00	\$ 2,520.00
Check Deposit - Local	7,653	6,432	6,029	7,900	7,846	6,840	7,243	5,945	5,515	8,030	7,031	5,409	81,873	\$ 0.14	\$ 11,462.22
Check Deposit - On Us	2,569	1,867	1,870	2,769	2,535	2,166	2,942	1,442	1,555	2,954	1,651	1,715	26,035	\$ 0.14	\$ 3,644.90
Check Deposit - Transit	-	-	-	-	-	-	-	1	-	-	-	-	1	\$ 0.14	\$ 0.14
Check Vendor Order	2	1	-	1	-	3	-	1	-	2	-	1	11	VARIES	\$ 1,841.08
Checks Paid	2,326	2,677	2,682	2,508	3,087	3,479	2,879	2,668	2,539	2,418	2,611	2,930	32,804	\$ 0.18	\$ 5,904.72
Concentration Fee	2	2	2	2	2	2	2	2	2	2	2	2	24	\$ 35.00	\$ 840.00
Courier Service	18	2	1	21	2	1	20	2	10	56	6	3	142	\$ 50.00	\$ 7,100.00
Deposit Balance Maint Fee	10,802	10,520	6,965	11,753	13,783	6,892	12,901	8,351	8,417	9,521	9,599	8,863	118,367	WAIVED	\$ -
Deposit Ticket	1,809	717	680	1,291	847	811	1,995	671	645	1,888	662	598	12,614	\$ 0.45	\$ 5,676.30
Direct Send Originated Debit/Credit	126	87	0	181	254	168	356	225	45	465	308	262	2,477	\$ 0.19	\$ 470.63
Direct Send per File Transmission	13	2	0	13	21	24	38	23	16	19	19	23	211	\$ 10.00	\$ 2,110.00
Domestic Wire Out	31	29	33	30	32	30	36	32	24	28	33	26	364	\$ 15.00	\$ 5,460.00
Express Transfer	6	5	4	5	5	10	11	9	7	5	6	7	80	\$ 0.20	\$ 16.00
Extract File	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 50.00	\$ 600.00
Info Reporting Basic	1	1	1	1	1	1	1	1	1	1	1	1	12	WAIVED	\$ -
Info Reporting Elite Accounts	15	15	15	15	15	15	15	15	15	15	15	15	180	TIERED	\$ 1,626.00
Info Reporting Premier Accounts	23	23	23	23	23	23	23	23	23	23	23	23	276	TIERED	\$ 3,630.00
Info Rpt Detail Fields Basic	1	-	1	2	4	11	2	-	-	1	1	4	27	WAIVED	\$ -
Info Rpt Detail Fields Elite	4,703	3,553	3,738	4,343	3,863	4,530	5,595	3,793	3,736	4,477	4,282	4,081	50,694	\$.08 - .11	\$ 3,755.52
Info Rpt Detail Fields Premier	919	1,001	1,058	938	1,120	1,375	742	568	821	918	1,085	1,008	11,553	\$.08 - .11	\$ 840.24
Invoices/ Correspondence	546	478	456	418	448	484	447	643	486	421	456	418	5,701	WAIVED	\$ -
Issued Items	-	-	-	-	4,615	2,454	2,649	2,230	2,576	2,369	2,750	2,541	22,184	\$ 0.08	\$ 1,774.72
Keystrokes	142	50	20	196	121	2	47	292	328	493	1,394	101	3,186	\$ 0.02	\$ 63.72
Location Fee	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 60.00	\$ 720.00
Lockbox Deposit	35	21	22	42	22	19	38	24	19	37	17	21	317	\$ 0.50	\$ 158.50
Lockbox Deposit On Us & Local	5,378	938	629	2,610	592	382	12,486	1,477	411	8,564	718	823	35,008	\$ 0.14	\$ 4,901.12
Lockbox Per Item Processed	5,719	858	365	2,520	354	84	15,930	1,323	93	9,229	491	610	37,576	\$ 0.18	\$ 6,763.68

Lockbox Per Item Processed	350	256	269	235	274	301	304	465	319	278	313	273	3,637	\$ 0.50	\$ 1,818.50
Monthly ACH Module	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 25.00	\$ 300.00
Monthly Download Report Module Fee	-	-	-	-	-	-	-	-	-	-	1	1	2	\$ 15.00	\$ 30.00
Monthly Maintenance Fee	1	1	1	1	1	1	1	1	1	1	-	-	10	\$ 7.50	\$ 75.00
Monthly Wire Module	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 25.00	\$ 300.00
Package Preparation	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 30.00	\$ 360.00
Paid Item Output File	4	4	4	4	-	-	-	-	-	-	-	-	16	\$ 25.00	\$ 400.00
Partial Reconciliation Maintenance	-	-	-	-	4	-	-	-	-	-	-	-	4	\$ 40.00	\$ 160.00
Partial Reconciliation Output Files	-	-	-	-	-	4	4	4	4	4	4	4	28	\$ 25.00	\$ 700.00
Partial Reconciliation Paid Items	-	-	-	-	-	3,006	2,741	2,565	2,465	2,285	2,452	2,756	18,270	\$ 0.06	\$ 1,096.20
Pavor Report	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 80.00	\$ 960.00
Per Special Report Download	6	6	4	3	3	6	2	3	5	2	5	2	47	WAIVED	\$ -
Positive Pay Exception Items	-	-	-	-	163	431	118	26	7	3	4	-	752	\$ 1.50	\$ 1,128.00
Positive Pay Maintenance	-	-	-	-	4	4	4	4	4	4	4	4	32	\$ 15.00	\$ 480.00
Positive Pay Number Of Clear	2,227	2,543	2,516	2,378	-	-	-	-	-	-	-	-	9,664	\$ 0.05	\$ 483.20
Positive Pay Number Of Voids	4	-	-	-	-	-	-	-	-	-	-	-	4	\$ 0.25	\$ 1.00
Positive Pay Service	4	4	4	4	-	-	-	-	-	-	-	-	16	\$ 25.00	\$ 400.00
RDC Deposit Ticket	25	20	12	40	26	37	20	24	19	38	35	25	321	\$ 0.40	\$ 128.40
RDC Deposited Items	98	211	222	228	149	153	334	308	773	1,188	1,632	868	6,164	\$ 0.10	\$ 616.40
Rejects/ Unprocessed	67	9	4	17	2	26	913	6	-	269	24	25	1,362	\$ 0.25	\$ 340.50
Retail Monthly Maintenance	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 150.00	\$ 1,800.00
Returned Deposited Item	11	16	13	15	19	10	25	18	17	28	24	19	215	\$ 15.00	\$ 3,115.00
Scan Line Fix	154	19	4	110	6	2	269	25	1	935	38	23	1,586	\$ 0.05	\$ 79.30
Stop Payment	1	1	7	4	1	7	3	2	4	6	2	5	43	\$ 30.00	\$ 1,290.00
Unprocessable/correspondence	772	218	67	552	71	75	1,162	175	115	586	96	89	3,978	\$ 0.50	\$ 1,989.00
Ups Package Return	1	1	-	-	1	-	-	1	-	1	1	1	7	VARIES	\$ 285.71
Wholesale Monthly Maintenance	1	1	1	1	1	1	1	1	1	1	1	1	12	\$ 150.00	\$ 1,800.00
Wire Transfer Incoming	-	-	-	-	-	-	2	2	-	-	-	-	4	\$ 15.00	\$ 60.00
Zero Balance Fee	8	8	8	8	8	8	8	8	8	8	8	8	96	\$ 10.00	\$ 960.00

*C-2414

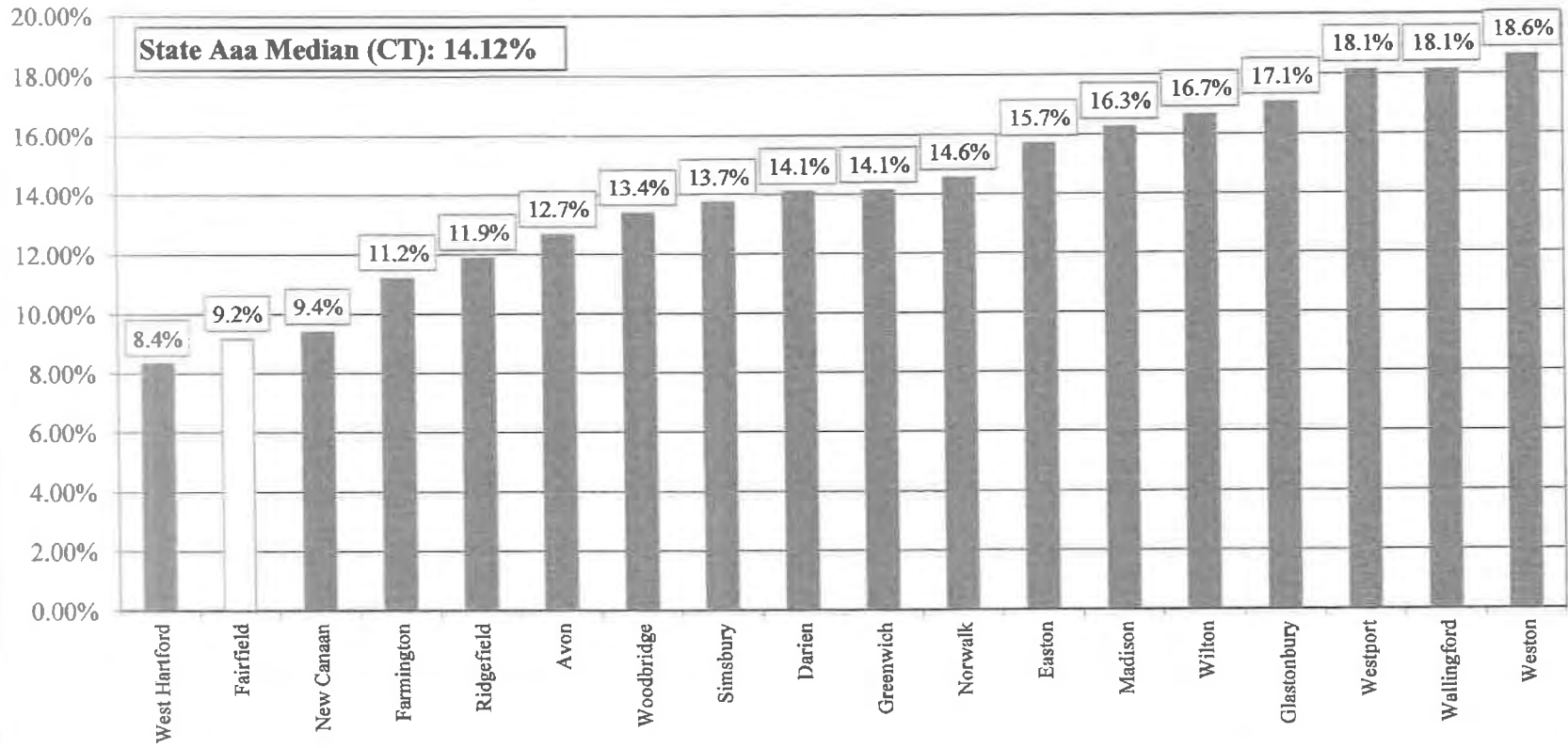
ADD'L	
WAIVERS	\$ (2,816.19)
TOTAL	\$ 123,457.76
CREDITS	\$ (31,806.22)
NET FEES	\$ 91,651.54

Unassigned General Fund Balance as % of Expenditures
Moody's CT "Aaa" Rated Communities



Source: 2016 GAAP Audited Financial Statements

Total General Fund Balance as % of Expenditures
Moody's CT "Aaa" Rated Communities



Source: 2016 GAAP Audited Financial Statements

" JOAN "

ORG & OBJECT	Check #	Check Date	PAY DATES	Amount
01001070-51070	535233	11/21/2012	ELECTION WORK	215.00
01001070-51070	545185	11/04/2013	SERVICES 10/28,29,30,31& NOV 1ST,2ND	240.00
01001070-51070	545527	11/15/2013	ELECTION WORK	355.00
01001070-51070	547323	01/23/2014	SERVICES 1/16 & 17	150.00
01001070-51070	547463	01/30/2014	SERVICES 1/27 THRU 1/31/2014	465.00
01001070-51070	547732	02/13/2014	SERVICES 2/3,4,6,7	360.00
01001070-51070	547731	02/13/2014	SERVICES 2/10,11,12,14	420.00
01001070-51070	547900	02/20/2014	SERVICES 2/18 THRU 2/21/2014	442.50
01001070-51070	548081	02/27/2014	SERVICES 2/25 THRU 2/28/2014	442.50
01001070-51070	548304	03/06/2014	SERVICES 3/3 THRU 3/7/2014	525.00
01001070-51070	548761	03/21/2014	SERVICES 3/17 THRU 3/19/2014	772.50
01001070-51070	548999	03/27/2014	SERVICES 3/26 THRU 3/28/2014	300.00
01001070-51070	549189	04/03/2014	SERVICES 4/1, 3, 4	262.50
01001070-51070	549422	04/10/2014	SERVICES 4/8 THRU 4/10	300.00
01001070-51070	549604	04/17/2014	SERVICES 4/15 THRU 4/17/2014	292.50
01001070-51070	549800	04/24/2014	SERVICES 4/20,22,23 & 24	300.00
01001070-51070	550000	05/01/2014	SERVICES 4/28 THRU 4/30 & MAY 1ST & 2ND	300.00
01001070-51070	550267	05/08/2014	SERVICES 5/6 THU 5/9	300.00
01001070-51070	550490	05/15/2014	SERVICES 5/13 THRU 5/16	300.00
01001070-51070	550717	05/22/2014	SERVICES 5/19 THRU 5/22	300.00
01001070-51070	550922	05/29/2014	SERVICES 5/27 THRU 5/30	300.00
01001070-51070	551107	06/05/2014	SERVICES 6/2 THRU 6/6	300.00
01001070-51070	551345	06/12/2014	SERVICES 6/9 THRU 6/13	300.00
				7,942.50

Registrar of Voters - Seasonal

Document 26

Employees Currently Receiving Stipends

<u>Employee</u>	<u>Dept</u>	<u>Annual Stipend</u>	<u>Date of Stipend</u>	<u>Reason for Stipend</u>
Internal Auditor	Finance	5,500	9/2013 - present	in lieu of reclassification, add'l duties Waterfall, Pension Plan Accounting, Lease Revenue
Administrative Assistant	First Selectman's	6,000	8/2016 - present	Website manager not part of Admin Asst
Secretary A	Health	750	11/2013 - present	recording Secty Condemnation and Blight, 12 meetings plus special meetings

n.b.

Does not include stipends paid in-lieu of Health Insurance.
Stipends are not pensionable.

Employees Reclassified in Current Year

<u>Employee</u>	<u>Dept</u>	<u>Bargaining Unit</u>	<u>Grade</u>	<u>Step</u>	<u>Longevity</u>	<u>Annual Salary</u>	<u>Date of Reclass</u>
Superintendent WPCA Facility	WPCA	PETA	9	4		93,050	
Reclassified to Superintendent WPCA Facility	WPCA	PETA	11	4		104,121	2/26/2017
Assitant Director Public Wks	PW Admin/WPCA	PETA	11	4	20 yr	113,493	
Reclassified to Assitant Director Public Wks	PW Admin/WPCA	PETA	12	4	20 yr	119,956	9/2/2016
Administrative Assistant	First Selectman's	NU	5	4		58,908	
Reclassified to Administrative Assistant	First Selectman's	NU	7	4		66,018	8/21/2016

FULL-TIME PERSONNEL BY DEPARTMENT
FY2007 v. FY2017

		2007	2017	
<u>General Fund</u>		<u>BUDGET</u>	<u>BUDGET</u>	<u>CHG</u>
1010	Board of Selectmen	5.00	4.00	(1.00)
1030	Town Clerk	6.00	6.00	0.00
1070	Registrar of Voters	1.00	1.00	0.00
1110	Town Plan and Zoning	7.00	6.00	(1.00)
1230	Conservation Commission	10.00	8.00	(2.00)
1330	Human Resources	3.00	4.00	1.00
1350	Economic Development	1.00	1.75	0.75
3010	Finance	10.00	8.00	(2.00)
3030	Purchasing	3.00	3.00	0.00
3050	Assessor	7.00	7.00	0.00
3090	Tax Collector	7.00	7.00	0.00
3110	Information Systems	3.00	5.00	2.00
4010	Fire	97.67	97.67	0.00
4030	Police	114.00	115.00	1.00
4050	Animal Control	3.00	3.00	0.00
4070	Emergency Management	0.33	0.33	0.00
4150	Emergency Communications Ctr	15.00	15.00	0.00
5010	Public Works Administration	6.00	3.85	(2.15)
5030	Public Works Operations	79.00	72.00	(7.00)
5050	Building	7.00	7.00	0.00
5070	Engineering	6.00	7.00	1.00
6010	Health	33.00	33.00	0.00
6050	Human and Social Services	1.00	2.00	1.00
6070	Solid Waste & Recycling	2.00	2.00	0.00
7010	Library - Main	31.00	22.00	(9.00)
7011	Library - Fairfield Woods	0.00	8.00	8.00
7050	Parks & Recreation	6.00	6.00	0.00
7111	South Pine Creek Golf Course	1.00	1.00	0.00
7113	H. Smith Richardson Golf Course	6.00	4.00	(2.00)
	TOTAL	471.00	459.60	(11.40)
<u>Self-Supporting Fund</u>				
5040	WPCA	23.00	21.15	(1.85)
	GRAND TOTAL	494.00	480.75	(13.25)

Schedule of WPCA Property and Liability Insurance

	<u>FY17 Budget</u>		<u>FY17 Final</u>		<u>FY18 Budget</u>	
	\$	Acct	\$	Acct	\$	Acct
Property Insurance	51,127	55210	45,969	55210	40,446	55210
Errors and Omissions	7,475	55240	7,216	55240	7,383	55210
Liability Insurance	<u>33,477</u>	55240	<u>33,450</u>	55240	<u>28,363</u>	55240
Total	92,079		86,635		76,192	

FY17 Budget was based off initial quotes for Property and Liability Insurance that were higher than FY17 final quotes. Additionally, Error and Omissions (E&O) was budgeted with Liability Insurance.

FY18 Budget is based off initial quotes for Property and Liability Insurance that reflect a lower cost. Additionally, E&O is budgeted with Property Insurance, a switch from FY17.

We propose to adjust FY18 budget to include a separate account (55220) for E&O.

FY18 PENSION PROJECTION (updated 3/15/2017)

Department	FY18 PROPOSED				FY18 UPDATED (3/15/2017)				ADJUSTMENT TO FY18 PROPOSED				
	RETIREES'	WPCA	BOE	TOTAL Page	RETIREES'	WPCA	BOE	TOTAL	RETIREES'	CORRECT	WPCA	BOE	TOTAL
TOWN RETIREMENT:													
1310 - Retirees' Benefit	\$2,607,185 (a)			\$2,607,185 314	\$2,597,910 (a)			\$2,597,910	(\$9,275)	40			(\$9,235)
5040 - WPCA		\$203,796 (a)		203,796 323		\$203,071 (a)		203,071			(725)		(725)
8010 - BOE			2,009,019 (b)	2,009,019			\$2,009,019 (b)	2,009,019				\$0	0
1310 - Retirees' Benefit	4,320,000			4,320,000 314	4,280,000			4,280,000	(40,000)				(40,000)
TOTAL Town Retire.	<u>\$6,927,185</u>	<u>\$203,796</u>	<u>\$2,009,019</u>	<u>\$9,140,000</u>	<u>\$6,877,910</u>	<u>\$203,071</u>	<u>\$2,009,019</u>	<u>\$9,090,000</u>	<u>(\$49,275)</u>	<u>\$40</u>	<u>(\$725)</u>	<u>\$0</u>	<u>(\$49,960)</u>
401a PENSION PLAN:	<u>\$180,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$180,000</u> 314	<u>\$180,000</u>	<u>\$20,000</u>	<u>\$0</u>	<u>\$200,000</u>	<u>\$0</u>	<u>\$20,000</u>			<u>\$20,000</u>
LONG-TERM DISABILITY 401a:	<u>\$48,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$48,000</u> 314	<u>\$48,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$48,000</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>
TOTAL Retirement	<u>\$7,155,185</u>	<u>\$203,796</u>	<u>\$2,009,019</u>	<u>\$9,368,000</u>	<u>\$7,105,910</u>	<u>\$223,071</u>	<u>\$2,009,019</u>	<u>\$9,338,000</u>	<u>(\$49,275)</u>	<u>\$40</u>	<u>\$19,275</u>	<u>\$0</u>	<u>(\$29,960)</u>

(a) Split based on FTE, 92.75% GF and 7.25% WPCF.

(b) from ADEC split.

Electricity Loan Payments FY17

During FY16 3rd Quarter review of electricity variance, we identified that electrical bills included “Zero” Interest Loans for proficiency improvement expenditures. The loans were not budgeted separately. Upon learning this, the Finance Department broke out the loans from the electricity operating expenses. The FY18 is the first budget in which the “Zero” Interest Loans have been budgeted separately. The amount in the FY18 Debt Service budget for “Zero” Interest Loans is \$231,420.