
Budget Report



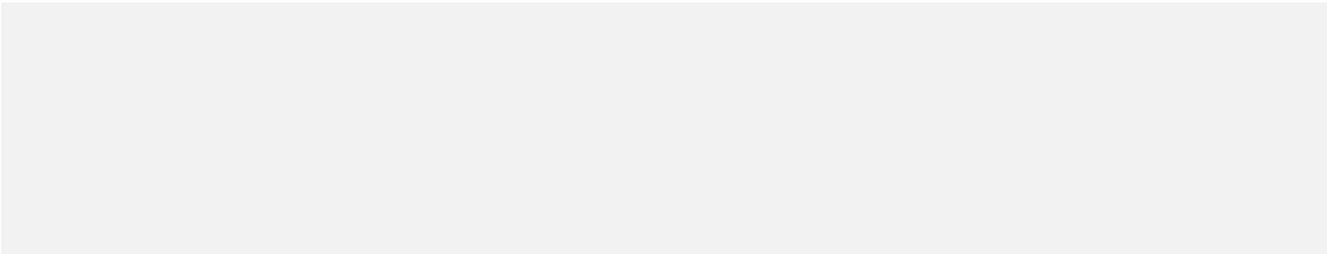
**Town of Prospect Financial Information
for Proposed Budget
Fiscal Year 2021 - 2022**

**MARCH 18, 2021
Revised April 15, 2021
Revised April 21, 2021**

**TOWN OF PROSPECT
36 CENTER STREET
PROSPECT, CT 06712**

Town of Prospect, CT

Proposed General Fund Operating Budget FY 2021-2022



Dear Fellow Prospect Residents,

This information booklet contains information about the proposed fiscal budget for the General Fund Operating expenditures and revenues for the Town of Prospect for the 2021-2022 fiscal year. The information comprised here is to provide additional information to taxpayers on the operating expenses and anticipated revenues. It's important to note that changes to the current year continues to lay the frame work for future planning and budgeting processes, as well as the final outcome of the approved 2021-2022 budget.

The 2021-2022 budget is submitted to the Prospect Town Council by the Mayor in early March to be discussed and reviewed in each years' budget workshops. The Mayor, Council and individual Departments, work collaboratively to ensure each line item reflects the needs and demands of the Town of Prospect.

The budget process is ongoing throughout the year as each department reviews operating costs and revenues and is continually planning for the next budget year. This represents our commitment to strong financial management practices and our plan for continued growth and a sustained future. The 2021-2022 Operating Fund Budget is a comprehensive document that addresses the anticipated revenues and expenditures for all town operations including general government, police, fire protection, public works, recycling, recreational and youth programs, streets, water systems, storm water system, community development and capital funds.

A Public Hearing for the proposed budget is scheduled for Tuesday, April 20th at 7 PM and will be held virtually through GoToMeeting. Information to join the meeting is available online and posted on the meeting agenda. **The Town Meeting for the proposed budget was scheduled for Thursday, May 6, 2021 at 7 PM at the Community Center. COVID restrictions may change this process *and at this time, the date of the Town Meeting IS TO BE DETERMINED.*** I encourage all town voters to come out and learn what has been updated to this upcoming budget year and to learn about what your taxes are allocated for.

I would like to thank the Town Council, department heads and the town employees for their hard work in helping to develop this years' budget and I look forward to the upcoming year and the future of Prospect!

Very truly yours,

Robert J. Chatfield
Mayor

TOWN OF PROSPECT, CONNECTICUT

Elected Officials

MAYOR

Robert J. Chatfield

TOWN COUNCIL

Jeffrey Slapikas, Chairman

Stanley Pilat, Vice Chairman

Larry Fitzgerald

Theresa Cocchiola-Graveline

Patrica Sullivan Geary

Richard Blanc

Stephanie Lusas Kolodziej

Kevin O'leary

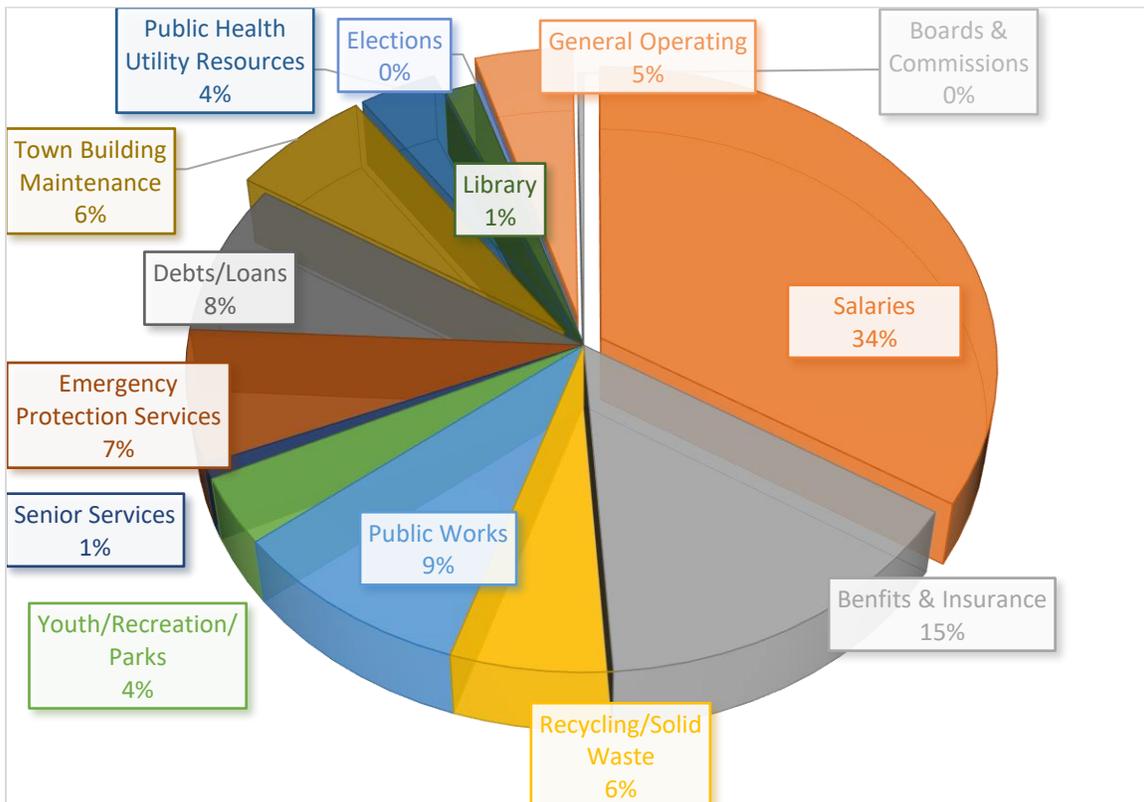
Megan Patchkofsky

Summary of Expenditures

There is additional detail provided on expenditures in the respective department summaries that is provided in the Town of Prospect Budget Information packet. This section is to provide a brief summary of the key points, expenditure changes and their impact on services and programs that are within line items. This section focuses more on the changes throughout the budget and not detailed descriptions of each item.

The following categories are a breakdown of different sections throughout the budget.

Proposed Expenditures for 2021-2022



Salaries: \$3,055,532.00

Includes all elected official salaries, all full-time and part-time town employees. It does not include contracted maintenance or seasonal employees or clerks for boards and commissions.

*****This number does not include the salary for the Resident State Trooper. That salary is accounted for in the Emergency Protection and Services category.*****

- **Total Change from 2020-2021: Increase of \$100,829.00**
- Notable Changes:
 - Salaries include a 2.75% increase for employees as negotiated through the Union Contracts. The Town of Prospect approved contracts for 4 unions: Employees, Supervisory, Police Department and Public Works. Elected officials are not part of the Unions. Negotiations have been completed for all four unions and are current for July 1, 2020 – June 30, 2022.
 - The Mayor's Office proposed an additional Accounting Assistant Position for \$30,000/year and was accepted and adopted by the council.
 - A part time computer technology position was proposed for an additional \$10,500/year and was accepted and adopted by the council.
 - The Assistant to the Treasurer position that was approved by the Town Council in February 2021 was removed from proposed budget, resulting in a decrease of \$3,800.00 in that line item.
 - Election workers' salaries were decreased for the 2021-2022 budget year.
 - The Assistant Tax Collector's salary was increased to \$34,320.00, which was accepted by the council at a higher increase than the 2.75%. The additional increase was due to added responsibilities as described in the positions updated job description and documented performance reviews.
 - The clerk position in the Town Clerk's office decreased.
 - The Building Department's clerk position increased due to proposed additional operating hours for the office.
 - This figure for salaries does not include an additional \$90,000 that is projected for Public Works overtime. The over-time line item covers winter storm duty and plowing, staffing parks on the weekends, town wide events and Saturday staffing at the Recycling Center.

Benefits and Insurance: \$1,392,629.00

Includes Social Security, Unemployment Compensation Tax, Benefits Town Employees, Liability Insurance, Police Liability and Workers Compensation Insurance.

- **Total Change from 2020-2021: Increase of \$45,370.00**
- Notable Changes:
 - The recommended increase for the upcoming fiscal year is projected at an 8% increase.
 - Employee contributions to benefits will increase by a ½% this year.
 - Police Liability Insurance was added this year due to requirements of the State of Connecticut.

Emergency Protection & Services: \$761,248.00

Includes the line items in Police Department, Fire Department, Fire Marshall, 911 Dispatch Services, Emergency Management and Animal Control Officer. **This category also does include the Resident State Trooper Line Item. ***These numbers are reflective of totals that do not include any salary amounts other than the cost for the Resident State Trooper. *****

➤ **Total Change from 2020-2021: Increase of \$114,852.00**

- Police Department = \$113,759
- Fire Department = \$467,811
- Animal Control = \$700
- Fire Marshall = \$13,310
- 911 Service = \$68,579
- Emergency Management = \$3,900

➤ Notable Changes:

- As of July 1, 2020, the Town of Prospect entered into an agreement with Bethany, CT to share a Resident Trooper. This has decreased the cost of the Town of Prospect's share of the trooper that we are responsible for. The Town of Prospect is responsible for 42.0% and the remainder is the responsibility of the Town of Bethany. The original projected cost from the State Fiscal Affairs Office for the Resident State Trooper program for the Town of Prospect was \$105,337.00. An updated number was received in April that reduces the cost by \$10,000 for a total of \$93,189.00.
- Additional funding was requested for radios and equipment for officers as recently passed by the State of Connecticut. These are new House Bills that have gone into effect and subsequently will need to be included in the Police budget moving forward. This line item was reduced to \$7,500.00 for a decrease of \$16,137.00. **Rational for reducing the line item will be discussed in the Committed Funds section of this document.**
- Additional funds were also requested for the K9 unit, however, this line item was decreased to reflect a zero increase.

Recycling/Solid Waste: \$540,208.00

Includes the line items in Household Hazardous Waste, Solid Waste and Storm Water Testing.

*****These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. *****

➤ **Total Change from 2020-2021: Decrease \$7,012.00**

➤ Notable Changes:

- Solid waste removal is projected at a cost of \$68.50/ton.
- Recycling disposal has increased over the last few years for the disposal of curbside recycling products picked up throughout the Town of Prospect. Foreign countries are no longer accepting our recycling items from the U.S. and so the cost for disposal has increased for local towns to cover.
- Storm Water has been separated into its own category. Additional money was added for the State mandated storm water report which occurs yearly, however, has decreased in cost this year to the Town of Prospect.

Public Works: \$717,692.00

Includes the line items in Town Roads, Ice & Snow, Town Trucks and Road Reconstruction.

*****These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. *****

- **Total Change from 2020-2021: Decrease of \$120,000.00**
- Notable Changes:
 - There are no increases to salt and sand costs as a result of newer vehicles that apply the applicants differently and more efficiently.
 - Maintenance and parts on town trucks decreased last fiscal year as a result of newer vehicles entering into service. These newer vehicles require less maintenance and come with new tires, therefore, no increase was added to these line items.
 - The Town of Prospect receives LOCIP grant money from the State of Connecticut for the 2020-2021 fiscal year and is projected to receive funds for the 2021-2022 fiscal year. The amount budgeted is that of what the Town of Prospect has to match.
 - Several line items were reduced to offset increases to the budget next year. **Rational for reducing these line items will be discussed in the Committed Funds section of this document.**
 - An additional \$33,000 was committed from the Tree Trimming line item. FEMA storm reimbursement funds from 2020 will cover the cost of the commitment amount.
 - An additional \$23,000 was committed from the Fleet Maintenance line item. FEMA storm reimbursement funds from 2020 will cover the cost of the commitment amount.
 - An additional \$27,000 was committed from the Public Works salary line item. FEMA storm reimbursement funds from 2020 will cover the cost of the commitment amount.
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Youth/Recreation/Parks: \$316,877.00

Includes the line items in Recreation Department, Youth-Summer Activities and Town Parks.

*****These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. *****

- **Total Change from 2020-2021: Decrease of \$77,600.00**
- Notable Changes:
 - The Town of Prospect will not be partnered with Waterbury Youth Services for the 2021-2022 fiscal year.
 - \$25,000.00 was removed from the Youth Activities accounts for Director/Counselors and Program Expenses for the Summer Camp Program. This program is run by the Parks and Recreation Department and those line item totals were added to the Recreation Programs budget. **Rational for reducing these line items will be discussed in the Committed Funds section of this document.**
 - The Programs line item was reduced by \$20,000.00. **Rational for reducing these line items will be discussed in the Committed Funds section of this document.**
 - Summer Fun Week funds were decreased to zero and are now included under Town Wide Events.
 - Summer Concerts funds were decreased to zero and are budgeted under the Parks and Recreation Department.

- Youth Activities are still planned for in the 2021 – 2022 proposed budget but they are have been combined into other departments that currently manage those activities.
- There were no changes made to the line items under the Town Parks section of the budget.

General Operating: \$428,278.00

*Includes the categories of Probate Court, Auditor, Legal Fees, Advertising & Printing, Auto Process of Records, Municipal Organizational Fees, Postage, Contingency, and Holiday Observances. Also included are the individual line items in accounts for: Supplies, Car Expenses, Training Materials, Conferences, Dues, GIS, Field Inspections, Engineering Fees, Examination of Records and Mileage Reimbursement. ***These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. These numbers do not reflect line item requests for Boards and Commissions. ****

- **Total Change from 2020-2021: Increase of \$35,810.00**
- Notable Changes:
 - Legal Fee expenditures were originally proposed to remain the same. Union contracts are in effect until June 30, 2022. Past total expenditures for this line item were viewed and the council recommended and accepted to increase fees by \$25,000, totaling Legal Fees at \$125,000.00.
 - Municipal Organizational fees increased
 - The current mileage reimbursement rate is \$0.56 per mile.
 - A updated GIS system was proposed by the Assessor and Land Use Inspector’s offices for a total of \$22,040.00. This line item was decreased to zero as the council recommended this purchase occur in the current fiscal year.
 - The Mayor’s Car Expense line item was increased by \$600.00.
 - In the Advertising and Printing section, a line item of 5700-02 was created for the purpose of managing absentee ballots in the Town Clerks Office to separate it from the Registrar’s Office. \$4000.00 was added to this line item.

Debt/Loans: \$774,867.00

Includes the line items in Interest, Principal and Truck Lease.

- **Total Change from 2020-2021: Increase of \$39,700.00**
- Notable Changes:
 - Interest payments on 3 Center Street ended in the 2020-2021 fiscal year.
 - Interest payments on Road Safety Projects 2014, 2015, 2017, 2018 and 2019 decreased as well as on the Community School purchase.
 - The interest payment for the Road Safety 2020 project was added to the budget as well as the principal amount. The purchase of Fire Department and Police Department replacement radios was also added to the Debt Service line items.
 - Interest payments have decreased overall for the proposed budget with an increase in the principal payments.
 - There are no additional vehicle purchases included for the 2021-2022 proposed budget, therefore keeping Truck Lease at a zero increase.

Town Building Maintenance: \$553,300.00

*Includes the line items in Town Buildings and Historic Preservation. ***These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. ****

- **Total Change from 2020-2021: Decrease of \$18,000.00**
- Notable Changes:
 - A list of buildings included in these expenditures is located on page of the 2021-2022 Budget Information Booklet.
 - The Community Center is no longer listed separately in the town budget. Those values have been added to the total cost of Town Building Maintenance.
 - The Town of Prospect is part of the CCM Energy Purchasing Participation Agreement and Prospect has a four-year supply contract with Constellation New Energy. Our rate for this contract is locked at 7.72 cents per kWh.
 - There was a zero increase originally proposed for the Town Building Maintenance section of the town budget. With COVID closures and restrictions on use of town buildings, these line items are projected to stay within the currently budgeted amounts for next year with cost savings in the current fiscal year. The decrease of \$18,000 reflects those projected savings. **Rational for reducing these line items will be discussed in the Committed Funds section of this document.**

Public Health/Utility Resources: \$333,756.00

*Includes the line items in HYD Rental 115, Storm Water Management, Street Lighting and Health. ***These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. ****

- **Total Change from 2020-2021: Increase of \$21,847.00**
- Notable Changes:
 - The price for hydrant rentals decreased. There are a total of 121 fire hydrants throughout the Town of Prospect. The hydrants in Regency at Toll Brothers, Boulder Brook and Region 16 are not included in these counts or these costs. Six additional hydrants were added on Straitsville Road since last year.
 - The cost for street lights increased. The project to change street lights over to LED lighting has been completed.
 - Costs for CHESPROCOTT Health District increased due to additional costs incurred with the COVID-19 pandemic. The total cost for CHESPROCOTT is shared by Prospect, Cheshire and Wolcott. The \$127,581.00 fee is only for the Town of Prospect's portion.

Library: \$117,354.00

****These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. ****

- **Total Change from 2020-2021: Decrease of \$225.00**
- Notable Changes:
 - Decreases were made for contracted maintenance.

Elections & Registrars: \$14,020.00

***These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. ***

- **Total Change from 2020-2021: Decrease of \$9,880.00**
- **Notable Changes:**
 - Decreases in some line items are due to a result of no anticipated primaries in 2021.
 - Increases were originally proposed for additional supplies and increases in maintenance of equipment. The Supplies line item was decreased to \$2000.00 as the council recommended making needed purchases in the current fiscal year.

Senior Services (Commission on Aging): \$48,907.00

***These number are reflective of totals that do not include any salary amounts. All salaries are accounted for in the Salaries category. ***

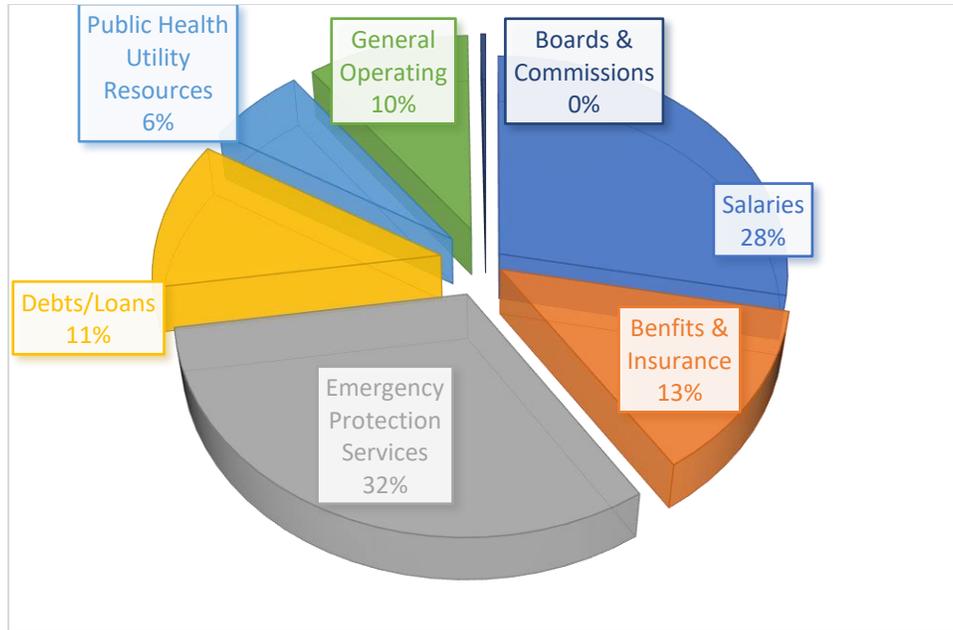
- **Total Change from 2020-2021: Decrease of \$23,000.00**
- **Notable Changes:**
 - Maintenance for the Mini Buses decreased last year as a result of newer buses in the fleet. The Town of Prospect received a grant from the CTDOT for a new mini bus in 2018. There is no proposed need to increase these line items.
 - An additional \$5,000 has been budgeted in previous budgets to develop plans for a Kitchen Addition onto the Senior Center. Those plans are still current and therefore, that line item decreased.
 - Funds for Bus Trips was combined and included in the Activity Account during the 2019-2020 budget season. Cost for bus trips are accounted for in that line item.
 - A decrease to the Programs line item reflects projected savings from the Center being closed during COVID. **Rational for reducing these line items will be discussed in the Committed Funds section of this document.**

Boards and Commissions: \$23,715.00

Includes all Boards and Commission Clerks and related requests for supplies and conferences.

- **Total Change from 2020-2021: Increase of \$1,030.00**
- **Notable Changes:**
 - This accounts for meeting clerks for Town Council, Planning and Zoning Commission, Inland Wetlands, Board of Recreation, Emergency Management Commission, Anti-Blight Commission, Library Board, Commission on Aging, Zoning Board of Appeals, Board of Assessment Appeals, Water Pollution Control Authority and Economic Development Commission.
 - These salaries do not receive a percent increase every budget year. These positions are also not part of any unions.

SUMMARY OF EXPENDITURE INCREASES FOR 2021-2022



Original Proposed Overall Increase: \$243,714.00

Original Overall Percentage Increase: 2.67%

Proposed Overall Increase for Public Hearing: \$81,384.00

Proposed Overall Percentage Increase for Public Hearing: 0.89 %

Proposed Overall DECREASE for Town Meeting Approval: \$1,616.00

Proposed Overall Percentage DECREASE for Town Meeting Approval: 0.02 %

Summary of Committed Funds

This section explains the Commitment of Funds from the 2020 – 2021 budget to be used in the 2021 – 2022 town budget. With the building closures and restrictions on programs and activities that were able to be offered throughout this year, there are multiple areas of the budget that are anticipated to have a surplus from unexpended funds. Because of this, the Mayor and Town Council have identified line items that can be committed as funds to be earmarked for the same purposes next year that they were intended to be used for in this current fiscal year. This allows us to lessen budgeted items for the 2021 – 2022 town budget without having to cut any services.

Below is a summary of the recommended commitments that were discussed and accepted by the Town Council at the April 8, 2021 Budget Workshop. These changes are included in the proposed 2021 – 2022 town budget in the “*Committed Funds from 20-21 to 21-22 column*”.

Total Approved Changes for 2021 – 2022 Proposed Budget as of April 21, 2021 Budget Workshop			
Department	Line item #	Rcommended Commitment	Reasoning
Town Buildings	6100-01	\$13,000.00	Buildings have not been open, electricity use down in several buildings
Town Buildings	6100-06	\$5,000.00	Buildings have not been open, limited removation done
Police	6700-07	\$16,137.00	Expected surplus funds, so tasers and body cams can be purchased with those funds
Ice & Snow	7050-00	\$10,000.00	
Ice & Snow	7050-03	\$10,000.00	
Town Roads	7000-03	\$33,000.00	FEMA reimbursement Funds
Town Trucks	7150-00	\$33,000.00	FEMA reimbursement Funds
Town Trucks	7150-03	\$5,000.00	
Town Trucks	7150-02	\$2,000.00	
Public Works Labor	7200-00	\$27,000.00	FEMA reimbursement Funds
Recreation	7400-01	\$20,000.00	Limited programs run due to COVID
Recreation	7400-03	\$10,000.00	Limited park work due to COVID
Recreation	7400-08	\$5,000.00	Limited park work due to COVID
Special Events	7450-01	\$10,000.00	No Pumpkin Festival due to COVID
Youth Summer Activities	7500-00	\$15,000.00	No summer camp due to COVID
Youth Summer Activities	7500-01	\$10,000.00	No summer camp due to COVID
Commission on Aging	7650-04	\$20,000.00	No programs due to COVID
Total		\$244,137.00	

Summary of Revenues

There is additional detail provided on revenues in the Revenue Sheet included in Appendix B of this document. This section is to provide an overview of ANTICIPATED revenues for year end 2020-2021 to date which will be included in off-setting increases in expenditures for the 2021-2022. These numbers are to date as of January 29, 2021. Appendix B shows ANTICIPATED projections for revenue for the 2021-2022 fiscal year.

PROPOSED REVENUES FROM 2021 – 2022



Revenue Comparisons



Supplemental Information (Appendix A)

The following pages are supplemental materials collected from the Town of Prospect Financial Statements for year ended June 30, 2020, as well as reports from the Town Assessor, information on the proposed Region 16 School Budget and several town by town comparisons as compiled by the State of Connecticut. The points below are brief excerpts from these financial documents. Information in its entirety can be accessed on the Town of Prospect's website <http://www.townofprospect.org> and also on the State OPM website <https://portal.ct.gov>.

- ✓ The October 1, 2020 Grand List is \$24,298,176 higher than compared to the October 1, 2019 Grand List which equals a 3.0% increase.
- ✓ A mill is equal to \$1.00 of tax for each \$1,000 of assessment. The mill rate for the 2020-2021 Fiscal year is 31.60 mills. Based upon the increase to the Grand List, the projected value of a mil for the 2021-2022 Fiscal year is
- ✓ At the end of the last fiscal year, June 30, 2020, the Town of Prospect had an unassigned fund balance of \$2,557,657.00. This amount does not include the projected revenues for the 2020-2021 fiscal year.
- ✓ The Town of Prospect had a 98.9% collection rate for the 2019-2020 fiscal year.

APPENDIX A

APPENDIX B