



Town of Hebron

**TOWN OFFICE BUILDING
15 GILEAD STREET
HEBRON, CONNECTICUT 06248
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ANDREW J. TIERNEY
TOWN MANAGER

DANIEL LARSON
CHAIRMAN

GAIL B. RICHMOND
VICE CHAIRMAN

BRIAN D. O'CONNELL
SELECTMAN

CLARA O'BRIEN
SELECTMAN

JOHN B. COLLINS
SELECTMAN

March 29, 2019

Mr. David Veschi, Chairman
Hebron Board of Finance
Town of Hebron
15 Gilead Street
Hebron, CT 06248

Dear Chairman Veschi and Board of Finance Members:

Pursuant to Section 902 D of the Hebron Town Charter the Board of Selectmen submits a proposed town government expenditure budget of \$9,032,419 to the Board of Finance for FY 2019-2020, which is an increase of \$115,567 or 1.30 percent over the FY 2018-2019 budget.

The Board of Selectmen has made adjustments to the Town Manager's recommended budget (adjustments attached).

The Board of Selectmen has reviewed the recommended CIP Budget, has made adjustments and approved passing it along to referendum for a total recommended CIP Budget of \$702,029, with a contribution from the general government budget of \$600,829. We also recommend funding Capital Non-Recurring at \$2,000, Capital Projects at \$48,204 and Revaluation at \$40,000. The Board supports funding for Open Space Land Acquisition in the amount of \$140,000. Debt Service will be funded at \$728,149.

Attached you will find a summary of the Board of Selectmen's recommended expenditure budget. We believe that additional reductions should be made to the Hebron and RHAM Board of Education budgets and recommend they be incorporated into the budget presented to voters. We are also recommending the Board of Finance consider an Unassigned Fund Balance Contribution of \$250,000 to help reduce the tax burden.

We appreciate the cooperation and support provided by the Board of Finance during the budget process.

Sincerely,

Daniel Larson
Chairman
Hebron Board of Selectmen

cc: Hebron Board of Education
RHAM Board of Education

TOWN OF HEBRON
SUMMARY OF BOS PROPOSED 2019-2020 BUDGET
March 26th , 2019

Per Section 902D of the Hebron Town Charter, the Board of Selectmen has recommended a budget for 2019-2020 which totals \$35,663,419. This is a DECREASE of -0.38% percent over last year's adopted budget of \$35,799,365 and represents a total dollar DECREASE of \$135,946.

| | ADOPTED Expenditures 2018-2019 | PROPOSED Expenditures 2019-2020 | BOS PROPOSED Expenditures 2019-2020 | Difference | Percent Change |
|---------------------------------|--------------------------------------|---------------------------------------|--|---------------------|-------------------|
| Total Town Budget | | | | | |
| Town Government | \$ 7,075,420 | \$ 7,473,237 | \$ 7,473,237 | \$ 397,817 | 5.62% |
| Contr. to Capital Improvement | 583,553 | 600,829 | 600,829 | 17,276 | 2.96% |
| Contr. to Open Space Acq. | 75,000 | 140,000 | 140,000 | 65,000 | 86.67% |
| Contr. to Cap Non-Recurring | 2,000 | 2,000 | 2,000 | - | 0.00% |
| Contr. to Capital Projects | 53,340 | 48,204 | 48,204 | (5,136) | -9.63% |
| Contr. to Revaluation | 25,000 | 40,000 | 40,000 | 15,000 | 60.00% |
| Contr. To Debt Management | - | - | - | - | #DIV/0! |
| Debt Service | 1,102,539 | 728,149 | 728,149 | (374,390) | -33.96% |
| TOWN GOV'T SUB TOTAL | 8,916,852 | 9,032,419 | 9,032,419 | 115,567 | 1.30% |
| Teacher's Retirement Obligation | - | 71,039 | 71,039 | 71,039 | #DIV/0! |
| Hebron Board of Education | 11,486,421 | 11,430,524 | 11,348,376 | (138,045) | -1.20% |
| RHAM Assess(w/o debt) | 14,051,416 | 13,934,039 | 13,934,039 | (117,377) | -0.84% |
| RHAM Debt Service | 1,344,676 | 1,277,546 | 1,277,546 | (67,130) | -4.99% |
| | - | - | - | - | 0.00% |
| Total General Government | \$ 35,799,365 | \$ 35,745,567 | \$ 35,663,419 | \$ (135,946) | -0.38% |

The recommended revenue budget is as follows:

| | ADOPTED 2018-2019 | PROPOSED 2019-2020 | BOS PROPOSED 2019-2020 | Difference | Percent Change |
|--------------------------------|----------------------|-----------------------|---|---------------------|-------------------|
| General Government | \$ 501,650 | \$ 836,165 | \$ 836,165 | \$ 334,515 | 66.68% |
| Other State Revenues | 657,797 | 407,988 | 407,988 | (249,809) | -37.98% |
| ECS & Special Ed Grant Funding | 5,783,770 | 5,735,276 | 5,735,276 | (48,494) | -0.84% |
| Other Revenue Sources | 100,000 | 100,000 | 100,000 | - | 0.00% |
| Unassigned Fund Contribution | \$ 500,000 | \$ 200,000 | \$ 250,000 | (250,000) | -50.00% |
| Back Taxes / Lien Fees | 315,000 | 315,000 | 315,000 | - | 0.00% |
| Tax | 27,941,148 | 28,151,138 | 28,018,990 | 77,841 | 0.28% |
| | \$ 35,799,365 | \$ 35,745,567 | 35,663,419 | \$ (135,947) | -0.38% |

The total amount needed to be raised by taxes is \$28,018,990 which is an increase of \$77,841.

This would result in a mill rate of 37.00 calculated utilizing the following factors:

| | TOTAL GL | | |
|---|-------------------|-------------------|------------------------------------|
| Grand List - October 1, 2018 | \$ 778,563,080 | \$ 778,563,080 | |
| Less Potential BAA adjustments | \$ (15,000) | \$ (15,000) | |
| Reductions to grand list - * | \$ (9,838,240) | \$ (9,838,240) | (equates to \$369,524 tax dollars) |
| Adjusted Grand List - October 1, 2018 | \$ 768,709,840 | \$ 768,709,840 | |
| Mill Value | \$ 768,710 | \$ 768,710 | |
| <u>Mill Value (based upon 98.50% collection rate)</u> | <u>\$ 757,179</u> | <u>\$ 757,179</u> | |
| Mill Rate (per proposed budget) | 37.18 | 37.00 | |

* Due to Hebron Sr. Living & Crumbling Foundations

FY 2019-2020

TOWN OF HEBRON - TOWN GOVERNMENT BUDGET
DEPARTMENT HEAD REQUEST TO FINAL BUDGET APPROVAL

| Account | Department/Description | Amount | Reason | Budget | |
|---------------|--|-----------|-------------------------------|------------------|--------------------------------|
| | | | | 9,373,856 | DEPARTMENT HEAD REQUEST |
| 2001-200-1002 | Police Department PT PR | (16,483) | | 9,357,373 | |
| 2001-100-1011 | Police Department | (10,562) | Police security/HES Traffic | 9,346,811 | |
| 2011- | PT PR Deputy Fire Marshal | (2,496) | Pay \$20/hour | 9,344,315 | |
| 2030-21-2058 | Emergency Management | 1,000 | CERT Vehicle Insurance fuel | 9,345,315 | |
| 3007-100-1002 | Douglas Library PT PR | (10,837) | Reduce hourly increase | 9,334,478 | |
| 3007-205-2046 | Douglas Library | 13 | Mileage | 9,334,491 | |
| 3020-205-2046 | Senior Center | (250) | Mileage | 9,334,241 | |
| 3102-100-1002 | Parks Operations - PT PR | (5,058) | Reduce 1 position to 32 weeks | 9,329,183 | |
| 4001-100-1002 | Planning & Development PT PR | (2,000) | Intern | 9,327,183 | |
| 4101-300-3900 | DPW - Capital Outlay | (500) | iPad from 5004 | 9,326,683 | |
| 4103-202-2034 | Street Services - Contractual Services | (30,000) | Initiative - New Parks Empl. | 9,296,683 | |
| 5020-411-4008 | Employee Benefits - Medical Insurance | (5,500) | Reduction in Premium | 9,291,183 | |
| 5050-227-2188 | Contribution to CIP | (155,877) | TM Recommendation/Revenue | 9,135,306 | |
| 5052-277-2188 | Contribution to Capital Projects | (23,522) | TM Recommendation | 9,111,784 | TOWN MANAGER'S BUDGET |
| 5050-227-2188 | Contribution to CIP | (128,723) | BOS Reduction | 8,983,061 | |
| 5020-411-4008 | Employee Benefits - Medical Insurance | (10,000) | Premium Decrease | 8,973,061 | |
| 2001-200-1002 | Police Department PT PR | 59,358 | BOE SRO/Inc Patrol Hours | 9,032,419 | BOS March 26, 2019 |

**TOWN OF HEBRON
SUMMARY OF REVENUES
2019-2020**

| <u>REVENUE SOURCE</u> | <u>ADOPTED BUDGET 2018-2019</u> | <u>% OF BUDGET</u> | <u>PROPOSED 2019-2020</u> | <u>CHANGE</u> | <u>% OF BUDGET</u> |
|------------------------|---|------------------------|-------------------------------|---------------------------|------------------------|
| GENERAL GOV'T. - STATE | \$ 356,065 | 1.0% | \$ 407,988 | \$ 51,923 | 1.1% |
| EDUCATION-STATE | 5,783,770 | 16.2% | 5,735,276 | (48,494) | 16.0% |
| DEPARTMENTAL | 501,650 | 1.4% | 504,850 | 3,200 | 1.4% |
| OTHER REVENUE | 301,732 | 0.8% | 331,315 | 29,583 | 0.9% |
| DEBT MGMT. FUND CONTR. | 500,000 | 1.4% | 200,000 | (300,000) | 0.6% |
| OTHER REVENUE SOURCES | 100,000 | | 100,000 | - | |
| FUND BALANCE | - | | \$ - | - | |
| TOTAL TAX REVENUE | <u>\$ 28,256,148</u> | <u>78.9%</u> | <u>\$ 28,466,138</u> | <u>209,989</u> | <u>79.6%</u> |
| TOTAL REVENUES | <u><u>\$ 35,799,365</u></u> | <u><u>100.0%</u></u> | <u><u>\$ 35,745,567</u></u> | <u><u>\$ (53,799)</u></u> | <u><u>100.0%</u></u> |

Revision 1

**TOWN OF HEBRON
ESTIMATED REVENUES
FISCAL YEAR 2019-2020**

| | PREVIOUS ACTUAL 2017-2018 | ADOPTED BUDGET 2018-2019 | <i>CURRENT ESTIMATED</i> 2018-2019 | PROPOSED BUDGET 2019-2020 |
|---|---------------------------------|--------------------------------|---|---------------------------------|
| STATE REVENUES | | | | |
| Pilot: State Property | 0 | 0 | 7,647 | 7,647 |
| Disability Grant | 650 | 650 | 608 | 650 |
| Add. Veterans Grant | 3,700 | 3,700 | 3,145 | 3,700 |
| Property Tax Relief Grant | 0 | 30,400 | 0 | 0 |
| Municipal Stabilization Grant | 50,470 | 50,470 | 120,602 | 125,020 |
| Town Aid Roads | 241,079 | 241,079 | 241,079 | 241,205 |
| Civil Preparedness | 1,304 | 4,600 | 4,812 | 4,600 |
| Telephone Access | 13,713 | 18,000 | 18,000 | 18,000 |
| Misc. State Grants | 11,356 | 1,600 | 1,380 | 1,600 |
| MRSA Revenue Sharing | 0 | 0 | 0 | 0 |
| MRSF Motor Vehicle | 0 | 0 | 0 | 0 |
| Teacher's Retirement Contribution | | 0 | | 0 |
| Grants for Municipal Projects | 2,216 | 2,216 | 2,216 | 2,216 |
| Pequot Grant | 28,438 | 3,350 | 3,350 | 3,350 |
| FEMA Storm Reimbursement | 0 | 0 | 0 | 0 |
| <i>HOLD Harmless-New Funding-2013-2014</i> | | 0 | | 0 |
| Total State Revenues | <u>352,926</u> | <u>356,065</u> | <u>402,839</u> | <u>407,988</u> |
| EDUCATION/STATE REVENUES | | | | |
| Education Equalization | 5,979,566 | 5,783,770 | 6,366,187 | 5,735,276 |
| Special Ed Excess Cost | 0 | 0 | | 0 |
| Education Transportation | 0 | 0 | 0 | 0 |
| Total Education Revenues | <u>5,979,566</u> | <u>5,783,770</u> | <u>6,366,187</u> | <u>5,735,276</u> |
| DEPARTMENTAL REVENUE | | | | |
| Copies | 522 | 1,100 | 600 | 1,100 |
| Town Clerk Fees | 17,666 | 16,000 | 16,000 | 16,000 |
| Conveyance Tax | 118,264 | 89,000 | 93,000 | 93,000 |
| Classified Land | 0 | 0 | 0 | 0 |
| Recording Fees | 45,245 | 48,000 | 45,000 | 48,000 |
| Town Clerk CIP Funding | (2,328) | 4,000 | 4,000 | 4,000 |

| | PREVIOUS ACTUAL 2017-2018 | ADOPTED BUDGET 2018-2019 | <i>CURRENT ESTIMATED</i> 2018-2019 | PROPOSED BUDGET 2019-2020 |
|--|---------------------------------|--------------------------------|---|---------------------------------|
| DEPARTMENTAL REVENUE - CONT'D | | | | |
| Notary Fees - | 1,974 | 1,500 | 1,400 | 1,500 |
| Records Preservation | (102) | 50 | 50 | 0 |
| Sport Licenses | 1,374 | 50 | 0 | 500 |
| Marriage License | (38) | 0 | 0 | 0 |
| Ambulance Service | 222,939 | 226,000 | 220,000 | 222,000 |
| Soil & Water Conservation Fund | 986 | 1,400 | 1,400 | 1,400 |
| Education Fee Assessment | (1,287) | 500 | 150 | 500 |
| Plotter/Copier User fees | 508 | 1,000 | 800 | 800 |
| Compactor, Recycling, Bulky Waste | 77,404 | 66,000 | 67,000 | 69,000 |
| Blasting Permits | 365 | 50 | 30 | 50 |
| Planning & Zoning | 5,134 | 11,000 | 4,900 | 9,000 |
| ZBA | 250 | 500 | 500 | 500 |
| Wetland Fees | 690 | 1,000 | 1,000 | 1,000 |
| Dog Fund | 6,414 | 5,500 | 5,500 | 5,500 |
| Animal Pop. Control Fund | 2,311 | 2,000 | 2,000 | 2,000 |
| Constable Fees | 14,456 | 0 | 0 | 0 |
| Engineering Fees | 0 | 1,000 | 0 | 1,000 |
| Library Revenues | 34,414 | 26,000 | 29,000 | 28,000 |
| Total Local Revenue | <u>547,161</u> | <u>501,650</u> | <u>492,330</u> | <u>504,850</u> |
| MISCELLANEOUS REVENUE | | | | |
| Interest on Investments | 69,017 | 35,000 | 55,000 | 57,000 |
| Health Department | 0 | 5,000 | 0 | 5,000 |
| Housing Authority | 5,154 | 4,400 | 5,100 | 4,400 |
| Hebron Parks Fund Reimbursement (Fund 015) | 25,000 | 25,000 | 25,000 | 25,000 |
| P & R Fund 004 Reimb. Director Field Mgmt. Sharing | 10,736 | 12,563 | 12,563 | 12,846 |
| WPCA Reimbursement-Clerical & Administrative Fee | 25,000 | 25,000 | 25,000 | 25,000 |
| Colchester Intermunicipal Agreement | 0 | 0 | 0 | 0 |
| Parking Ticket Revenue | 60 | 0 | 0 | 0 |
| Taxes Overpaid/Legal Fee Reimbursements | 366 | 500 | 500 | 500 |
| Maple Festival Constable Reimb. | 2,370 | 2,100 | 2,100 | 2,100 |
| Building Department Permitting & Software Fees | 146,209 | 115,000 | 105,000 | 125,000 |
| Shared Bldg Inspector Reimb. Fee-New | 35,077 | 0 | 32,000 | 0 |

| | PREVIOUS ACTUAL 2017-2018 | ADOPTED BUDGET 2018-2019 | <i>CURRENT ESTIMATED</i> 2018-2019 | PROPOSED BUDGET 2019-2020 |
|--|---------------------------------|--------------------------------|---|---------------------------------|
| Demand Responsive Transportation Grant | 27,598 | 26,000 | 24,000 | 26,000 |
| Elderly Van (Transp. Title III Grant) | 16,112 | 9,682 | 16,111 | 9,682 |
| Sr. Ctr. Transportation Fees | 2,740 | 3,100 | 2,800 | 3,100 |
| Farmland Preservation | 180 | 3,000 | 300 | 300 |
| Senior Ctr. Title III-D Grant-Fitness Instructor | 3,238 | 3,500 | 0 | 3,500 |
| Hebron Harvest Fair (Spec. Revenue Fund) | 5,477 | 5,587 | 6,000 | 5,587 |
| CIRMA Equity | 21,843 | 0 | 21,800 | 0 |
| EMS Special Duty Reimbursement | 2,184 | 3,000 | 4,000 | 3,000 |
| State Trooper Private Duty Reimb. (inc. AHM Grant) | 8,061 | 16,800 | 10,800 | 16,800 |
| RHAM Traffic Control Reimb. | 0 | 0 | 0 | 0 |
| Misc. Revenue | 6,853 | 6,500 | 5,500 | 6,500 |
| Total Miscellaneous Revenue | <u>413,275</u> | <u>301,732</u> | <u>353,574</u> | <u>331,315</u> |
| TOTAL REVENUES | <u>7,292,928</u> | <u>6,943,217</u> | <u>7,614,930</u> | <u>6,979,429</u> |
| RHAM CNG DEBT REIMB. | 100,000 | 100,000 | 0 | 100,000 |
| SURPLUS TRANSFER FROM OTHER* | 0 | 0 | 0 | 0 |
| DEBT MANAGEMENT FUND CONTRIBUTION | 203,429 | 500,000 | 0 | 200,000 |
| Back Taxes/liens/fees | 406,867 | 315,000 | 529,641 | 315,000 |
| TAXES | 27,594,409 | 27,941,148 | 27,890,113 | 28,151,138 |
| TOTAL REVENUES 2019-2020 BUDGET | <u><u>35,597,633</u></u> | <u><u>35,799,365</u></u> | <u><u>36,034,684</u></u> | <u><u>35,745,567</u></u> |

TOWN OF HEBRON
CAPITAL IMPROVEMENT PROGRAM
FY 2019-2020
BOARD OF SELECTMEN RECOMMENDATION
March 26, 2019

Public Works Department

| | |
|--|---------|
| Road Resurfacing and Road Improvements | 285,143 |
| Bucket Truck - International | 50,000 |
| Roll Off Truck (replace Truck 15) (2005) | 50,000 |
| Large Dump Truck w/ Plow | 48,000 |

Fire Department

| | |
|-------------------------------|--------|
| Engine Tanker 310 - Refurbish | 50,000 |
|-------------------------------|--------|

Hebron Board of Education

| | |
|---------------------------|--------|
| Replace Pickup Truck HBOE | 32,320 |
|---------------------------|--------|

Douglas Library of Hebron

| | |
|--|--------|
| Douglas Library Windows | 22,500 |
| Douglas Library Carpet Replacement | 25,000 |
| Douglas Library HVAC Systems Replacement | 6,400 |

Miscellaneous

| | |
|--|--------|
| Wall Street Sidewalks | |
| Town Buildings - Security Measures | 27,000 |
| Connecticut Community Connectivity Grant | 20,000 |
| Peters House Restoration | 25,000 |
| Police Department Cruiser Replacement | 60,666 |

| | |
|-------------------------------------|----------------|
| Total Recommended CIP Budget | 702,029 |
|-------------------------------------|----------------|

**PROPOSED CIP REVENUE
FOR FY 2019-2020
BOARD OF SELECTMEN PROPOSED - March 26, 2019**

| | <u>Approved 2018-2019</u> | <u>BOS Proposed 2019-2020</u> |
|--|-------------------------------|---------------------------------------|
| Balance from Previous Appropriations | 50,742 | 10,277 |
| LOCIP Funding | 140,285 | 70,477 |
| Funding from Other Sources: Public Safety Fund | 0 | 20,400 |
| Anticipated State Reimbursement | 0 | 0 |
| Anticipated Contribution from Fund Balance | 0 | 0 |
| CIP Designated Fund Balance | 0 | 0 |
| Interest | 6,591 | 10,323 |
| General Fund Contribution | <u>583,553</u> | <u>590,552</u> |
| Total Revenues | <u>\$ 781,171</u> | <u>\$ 702,029</u> |

Completed Project Balances

| | |
|--------------------------------------|---------------|
| 18-19 ACO/Maint. Truck | 196 |
| 15-16 Fire Department ET 210 Lease | 2 |
| 16-17 Senior Center Flooring | 3 |
| 17-18 Senior Center Flooring | 746 |
| 17-18 Horton House Central Air | 2,430 |
| 17-18 Fire Department SCBA | 1,528 |
| 18-19 Fire Department Service 110 | 500 |
| 05-06 GIS Sewer/Storm Water Layer | 1,473 |
| 17-18 PWD Roadside Mower Replacement | 2,500 |
| Scrap Vehicles (2) | 900 |
| | <u>10,277</u> |