

TOWN OF TOLLAND



**FY 2021 - 2022 through 2025 - 2026
Town Manager's Five Year Capital Plan
February 11, 2021**



CAPITAL BUDGET

Everything the Town does, from providing services to its residents and citizens, to equipping employees to effectively perform their jobs, requires the existence of certain basic physical assets.

Assets include:

- **Streets**
- **School Facilities**
- **Parks**
- **Large Equipment**
- **Buildings**
- **Technology**

Assets must be purchased, maintained and replaced on a timely basis or their usefulness in providing public services will diminish.

The Town's Five Year Capital Improvement Program is developed to ensure adequate capital investment in the Town's assets and to provide an orderly method for funding these assets.



WHAT IS A CAPITAL ITEM?

Definition of Capital Projects: Any project, to be included in the Town's Capital Improvement Program, should fall into one of the following three program categories:

- 1. Any new or expanded physical facility, including preliminary design and related professional services.**
- 2. Land or property acquisition.**
- 3. Items of a non-recurring nature where the benefits are realized over a long period of time.**

A project should also exhibit the following characteristics to be included in the Capital Improvement Program:

- 1. *Life Expectancy:*** The project's outcome, non-recurring in nature, should have a useful life of greater than eight years.
- 2. *Cost:*** Cost should be a relatively high, non-operative expenditure for the Town; generally in excess of \$10,000 for equipment or plant facility improvements.



CAPITAL BUDGET PLANNING PROCESS

Activity	Dates
Capital budget requests submitted to Town Manager.	October 8, 2020
Preliminary Capital Budget Committee Review and Department Head meetings. Board of Education Superintendent included in meetings.	Month of October, 2020
Manager submits Capital Program to Council.	Week of Dec. 7, 2020
Capital Budget Public Hearing held.	February 11, 2021
Manager submits Capital Program to Council with recommended General Fund Budget.	March 3, 2021
Town Council approves recommended Capital Program as part of Council's Proposed Budget.	March 23, 2021
Capital Program as amended is part of Budget Referendum process.	May 4, 2021



TYPES OF FUNDING METHODS

- **General Fund Contributions**
- **Capital Non-Recurring Fund**
- **Non-Referendum Notes**
- **Local Capital Improvement Plan Grant (State)**
- **Town Aid to Road Grant (State)**
- **State School Construction Grants and other State Grants**
- **Ambulance Fees**
- **Cemetery Funds**
- **Referendum Borrowing**
- **Unallocated Capital**
- **Recreation Special Revenue Fund**
- **Utility Reserve Fund**

YEAR 1 CAPITAL BUDGET SUMMARY															
FISCAL YEAR 2021-2022															
YEAR 1 CAPITAL BUDGET FUNDING CATEGORIES			CAPITAL BUDGET FUNDING SOURCES												
			Existing Funds	General Fund Contrib	CNRE Fund	Recreation Special Revenue	Non Refer Notes/ Bonds	Refer Notes/ Bonds	LOCIP Grant	TAR Grant	State & Federal Grants	School Const Grant	Ambul Reserve	Other Funding Sources/ Appr Bonds	Funding Totals
PROJECTED AVAILABILITY OF CAPITAL FUNDS =====>			2,051,246	211,213	621,996	0	753,269	5,800,000	114,984	338,751	0	0	828,756	0	10,720,215
TOWN ADMINISTRATION															
Town Administration			256,246	138,084	99,558	0	0	0	0	0	0	0	0	493,888	
BOARD OF EDUCATION															
Board of Education			0	15,000	0	0	140,000	0	0	0	0	0	0	155,000	
CAPITAL EQUIPMENT															
Capital Equipment			0	58,129	0	0	461,469	0	0	0	0	0	0	519,598	
FIRE AND AMBULANCE															
Fire and Ambulance			0	0	0	0	0	0	0	0	0	285,000	0	285,000	
PARKS AND RECREATION															
Parks and Recreation			0	0	40,000	0	0	0	0	0	0	0	0	40,000	
PUBLIC FACILITIES															
Public Facilities			0	0	0	0	0	5,000,000	44,500	0	0	0	0	5,044,500	
PUBLIC WORKS															
Tree Trimming			0	0	0	0	0	0	0	70,000	0	0	0	70,000	
STREETS AND ROADS															
Construction and Reconstruction			0	0	0	0	0	0	0	102,735	0	0	0	102,735	
Pavement Management			1,795,000	0	0	0	151,800	800,000	70,484	166,016	0	0	0	2,983,300	
SUMMARY PROJECT TOTALS			2,051,246	211,213	139,558	0	753,269	5,800,000	114,984	338,751	0	0	285,000	0	9,694,021
FUNDING SOURCE VARIANCES			0	0	482,438	0	0	0	0	0	0	0	543,756	0	1,026,194



**FY21-22: Town of Vernon Water Pollution Control
Plant Upgrade**
Total Amount: \$218,542

Tolland's Funding of the upgrade:

Tolland's total 20 year share of the net project cost is estimated at \$3,298,110 (Subject to Change.) As discussed in previous years we are phasing in the required debt payments to Vernon. This is the third year. After this year, the annual payments for the following 17 years will be \$164,906 each year unless the debt payment requirements change.

- Tolland's share based on the Inter-municipal agreement is 5.63% of the project cost and loan interest after grant proceeds.
- FY 21-22 General fund funding is \$85,444, \$99,558 from CNRE, and \$33,540 from available account balance. This is our 2nd payment.
- In FY 18-19 Town Council approved a resolution to deposit unanticipated State revenue of \$298,677 into the CNRE fund to be used over a 3 year period to alleviate the cost of the debt which will have to be built into the budget. This is the third and final year of phase-in of this plan.



FY21-22: SIGNIFICANT CAPITAL PROJECTS
FUNDED BY THE GENERAL FUND
Total Amount: \$211,213

Other Town Administration Projects:

- General Fund portion of WPCA \$85,444
- Replacement of Cargo Van #75 \$43,267
- Renovate THS Special Education Area \$15,000
- Depreciation amount for replacement of light duty vehicles funded by the General Fund:
 - Town \$39,854 + \$14,862 Public Works
 - BOE \$12,786



FY21-22: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Parks and Recreation:

- New Playground at Crandall Park- \$40,000 (CNRE)

Public Facilities:

- Replacement of Jail Museum Roof
 - LOCIP Grant \$44,500
- Firehouse Improvement Project
 - Referendum to be held May 4, 2021 - \$5,000,000

BOE Paving and Sidewalk Project (TMS/TIS)

- Non-referendum debt of \$140,000

Station 140 Renderings











Station 340 and 440 Renderings















FY21-22: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Capital Equipment \$461,469:

- Replacement of Front End Loader - \$275,000
- Replacement of Truck #53 – Snow Removal Operations - \$73,783
- Replacement of Service Truck 450 – Mechanics - \$57,246
- 72” Zero Turn Exmark Mowers (Quantity 4) - \$55,440
 - (All funded by non-referendum debt)

Public Safety (Ambulance Reserve):

- Replacement of Ambulance 640 - \$285,000

Public Works:

- Tree Trimming - \$70,000 TAR Grant



FY21-22: SIGNIFICANT CAPITAL PROJECTS **FUNDED BY OTHER SOURCES**

Streets & Roads:

- Drainage construction and design - \$102,735 (Town Aid Road Grant)
- Pavement Management - \$236,500 (TAR and LOCIP Grants)
- Road Improvements \$800,000 (Part of \$5 million bond funding approval from November, 2018)
- Cross Farms Rear Parking Lot - \$151,800 (Non-referendum debt)



Significant Projects in Years 2-5 By All Sources

Year 2

Town Administration:

- Contribution to Town of Vernon Water Pollution Control Plant Facility Plan as defined by Inter-Municipal agreement with Vernon (\$164,906) - \$134,906 from General Fund and \$30,000 from account balance.
- Fire Chief Chevy Tahoe - \$70,000 General Fund
 - (Previously funded by Fire Association)

Board of Education (Non-referendum Debt):

- District Wide Wireless Access Point Upgrades - \$130,800
- TIS Hobart High Temp Conveyor Dishwasher & Sink System - \$44,539
- District Wide Artillery Lift - \$80,000
- THS Oven/Steamer Combo - \$44,839
- TMS Track Re-Surface - \$140,000



Significant Projects in Years 2-5 By All Sources

Year 2, continued

Capital Equipment:

- Replacement of Parks Truck #38 - \$103,499 (non-referendum debt)
- 16' Toro Mower - \$114,345 (non-referendum debt)
- Replacement of Parks Truck #68 - \$84,700 (non-referendum debt)
- Replacement of Highway Truck #10 - \$42,350 (General Fund)
- Purchase of New Remote Controlled Mower - \$54,750 (General Fund)

Fire & Ambulance:

- Replacement of Ambulance 540 funded by the Ambulance Reserve Fund - \$280,000
- Refurbishment of ET-240 funded by the Ambulance Fund - \$170,000
- Replacement of ET-540 funded by non-referendum debt - \$750,000



Significant Projects in Years 2-5 By All Sources

Year 2, continued

Parks and Recreation (Recreation Fund):

- Crack Repair/Resurface Tennis Courts on Old Cathole Road - \$67,124

Tree Trimming:

- Elimination of hazardous trees due to damage done by insect infestation - \$70,000 funded by LOCIP grant

Public Facilities:

- Shingled Roof at Highway Garage - \$44,000 (General Fund)
- Pole Sheds for Highway Garage - \$88,000 from the LOCIP Grant

Drainage Construction and Design - \$91,913 from TAR Grant



Significant Projects in Years 2-5 By All Sources

Year 3

Town Administration:

Contribution to Town of Vernon Water Pollution Control Plant Facility
Plan as defined by Inter-Municipal agreement with Vernon - \$164,906
(General Fund)

Board of Education:

- TIS Modular Roof Replacement - \$45,000 (General Fund)

Capital Equipment:

- Pick Up Truck #56 - \$42,350 (General Fund)
- Replacement of Truck #27- \$198,000 (Non-referendum debt)
- Sweeper - \$275,000 (Non-referendum debt)

Public Safety:

- Refurbish Tank 140 - \$85,000 (Ambulance Reserve Fund)
- Replace Engine Tank 340 - \$750,000 (Non-referendum debt)



Significant Projects in Years 2-5 By All Sources

Year 3, continued

Public Facilities (LOCIP grant):

- Emergency Generator for the Highway Garage - \$49,500
- Retrofit Emergency Generator for Parks and Facilities Garage - \$16,500

Parks and Recreation (Non-referendum debt):

- Artificial Turf Replacement at Tolland High School - \$825,000

Public Works:

- Tree Trimming - \$70,000 (TAR Grant)

Streets and Roads:

- Various road improvements - \$820,000 (November 2018 Referendum bonds)
- Various drainage construction - \$50,000 (TAR Grant)
- Pavement Management - \$268,913 (LOCIP & TAR Grants)



Significant Projects in Years 2-5 By All Sources

Year 4

Town Administration:

- Contribution to Town of Vernon Water Pollution Control Plant Upgrade Facility Plan - \$164,906 (General Fund)

Capital Equipment:

- Vac Con for the Highway Dept. to comply with Catch Basin Cleaning and the MS4 Program. - \$450,000 (Non-referendum debt)
- Replacement of Highway Truck #64 - \$46,000 (General Fund)

Public Safety:

- Refurbish Tank 440 - \$85,000 (Ambulance Reserve Fund)
- Replacement of Engine Tank 440 - \$760,000 (Non-referendum debt)



Significant Projects in Years 2-5 By All Sources

Year 4, continued

Parks and Recreation (LOCIP Grant & Non-referendum Debt):

- New Pickleball Courts at Heron Cove - \$173,250

Public Facilities (Non-referendum Debt):

- Parks and Facilities Garage Upgrade - \$750,000

Public Works:

- Tree Trimming - \$70,000 (TAR Grant)

Streets and Roads:

- Pavement Management - \$219,929 (TAR Grant)
- Road Improvements - \$790,000 (November, 2018 Referendum Bond)
- Various drainage construction - \$50,000 (TAR Grant)



Significant Projects in Years 2-5 By All Sources

Year 5

Town Administration:

- Contribution to Town of Vernon Water Pollution Control Plant Upgrade Facility Plan - \$164,906 (General Fund)

Board of Education (Non-referendum Debt):

- Various renovations (TIS Nurse's Area, TMS Café Tables, THS Track) - \$439,000

Capital Equipment (Non-referendum Debt):

- Used Road Grader - \$90,000
- Replacement of Truck #21 - \$225,000
- Replacement of Roadside Mower - \$185,000



Significant Projects in Years 2-5 By All Sources

Year 5, continued

Public Safety:

- Replacement of Truck 240 - \$1,350,000 (Non-referendum Debt)
- Replacement of PPE - \$50,000 (Ambulance Reserve)

Arts Building Roof Replacement - \$65,000 (LOCIP Grant)

Streets & Roads:

- Pavement Management - \$318,735 (TAR & LOCIP Grants)
- Consideration of a Bond Referendum for \$5 Million in November, 2024 for road improvements

		Equipment Aging Schedule for Units Assigned to Highway Division								
			2021/2022 proposed 5 year CIP						updated as of	
Vehicle/Eqp #	Description	Year	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Trucks:										
12 TOL	International 4700 (Tree Truck)	2000	21	22	23	24	25	26	27	28
64 TOL	Ford F250	2002	19	20	new					
35 TOL	Western Star Dump	2002	new							
8 TOL	Ford Utility (new body in 2018)	2003/2018	new							
9 TOL	Ford F150	2003								
23 TOL	Mack 10 Wheel (refurbished 2015)	2004	17	18	19	20	21	22	23	24
33 TOL	Mack Dump	2005								
10 TOL	Ford F250 P/U	2007	15	15	new					
25 TOL	Ford D-550 Dump	2007								
14 TOL	GMC 7500	2008	13	14	15	15	16	17	18	19
21 TOL	Mack Dump	2008	13	14	15	15	16	17	18	19
27 TOL	International 7400	2008	13	14	15	15	16	17	18	19
31 TOL	International 7400	2009	12	13	14	15	16	17	18	19
26 TOL	International 7400	2012	10	11	12	13	14	15	16	17
32 TOL	International 7400	2012	10	11	12	13	14	15	16	17
51 TOL	International 7400	2013	9	10	11	12	13	14	15	16
28 TOL	International 7400	2014	8	9	10	11	12	13	14	15
11 TOL	Ford F350	2015	7	8	9	10	11	12	13	14
13 TOL	Ford F350 Rack Body	2015	7	8	9	10	11	12	13	14
2 TOL	Ford F350	2015	7	8	9	10	11	12	13	14
24 TOL	International 7400	2016	6	7	8	9	10	11	12	13
6 TOL	International Low Pro 4300	2016	6	7	8	9	10	11	12	13
4 TOL	Ford F250	2018	3	4	5	6	7	8	9	10
29 TOL	International 7400	2018	3	4	5	6	7	8	9	10
30 TOL	International 7400	2018	3	4	5	6	7	8	9	10
Scheduled Replacements:										
9 TOL	Ford F250	2020	1	2	3	4	5	6	7	8
33 TOL	Mack Dump- Refurbishing	2020	1	2	3	4	5	6	7	8
25 TOL	Ford D-550 Dump	2020	1	2	3	4	5	6	7	8
35 TOL	International 7400	2021	new	1	2	3	4	5	6	7
8 TOL	Ford Utility	2021	new	1	2	3	4	5	6	7
64 TOL	Ford F250	2023			new	1	2	3	4	5
10 TOL	Ford F250 P/U	2023			new	1	2	3	4	5
Heavy Equipment:										
	Cat Grader	1972	49	50	51	52	53	54	55	56
7 TOL	Vac-All	2000	21	22	23	24	25	26	27	28
20 TOL	Cat 938 Loader	2002	19	new						
19 TOL	Elgin Sweeper	2003	18	19	20	21	22	23	24	25
	Paver (used)	2007	14	15	16	17	18	19	20	21
	Roadside Mower	2010	11	12	13	14	15	16	17	18
	Hyndai Excavator 4500	2011	11	12	13	14	15	16	17	18
17 TOL	Cat Loader 924	2014	8	9	10	11	12	13	14	15
22 TOL	Cat Backhoe	2014	8	9	10	11	12	13	14	15
	Wacker Pro-Line Roller	2017	4	5	6	7	8	9	10	11
Scheduled Replacements:										
20 TOL	Front End Loader	2022		new						
	Big Truck						3 years past recommended end of service			
	Low Profile Dump						4 years or more past recommended end of service			
	Small Dump						scheduled for replacement			
	Pick Up w/Utility Body									
	Pick Up									

		Equipment Aging Schedule for Units Assigned to Parks & Facilities Division								
			2021/2022 proposed 5 year CIP						updated as of	
Vehicle/Eqp #	Description	Year	FY 21/22	FY 22/23	FY 23/24	FY 24/25	FY 25/26	FY 26/27	FY 27/28	FY 28/29
Trucks:										
37 TOL	Chevrolet 3500	2003	18	19	20	21	22	23	24	25
38 TOL	Ford F550	2004	17	new	1	2	3	4	5	6
56 TOL	Ford F250	2006	12	13	new	1	2	3	4	5
53 TOL	Ford F450	2007	new	1	2	3	4	5	6	7
81 TOL	Ford F250	2007								
68 TOL	Ford F550	2007	14	new	1	2	3	4	5	6
75 TOL	3/4 Ton Van	2008	new	1	2	3	4	5	6	7
55 TOL	Ford F450	2011	11	12	13	14	15	16	17	18
63 TOL	Ford F250 (mechanics truck)	2019	1	2	3	4	5	6	7	8
50 TOL	Ford F550	2015	7	8	9	10	11	12	13	14
80 TOL	Ford F550	2016	5	6	7	8	9	10	11	12
39 TOL	International 4300 Durastar	2017	4	5	6	7	8	9	10	11
3 TOL	Ford F250	2018	3	4	5	6	7	8	9	10
Scheduled Replacements:										
81 TOL	Ford F250	2019	2	3	4	5	6	7	8	9
75 TOL	3/4 Ton Van	2021	new	1	2	3	4	5	6	7
53 TOL	Ford F450	2021	new	1	2	3	4	5	6	7
38 TOL	Ford F550	2022		new	1	2	3	4	5	6
68 TOL	Ford F550	2022		new	1	2	3	4	5	6
56 TOL	Ford F250	2023			new	1	2	3	4	5
Equipment:										
	Ford Tractor	1970	41	42	43	44	45	46	47	48
	Sweepstar	1991	30	31	32	33	34	35	36	37
	Easy Rake	1998	23	24	25	26	27	28	29	30
	Gravely Snow Blower	1999	22	23	24	25	26	27	28	29
	Gravely Snow Blower	1999	22	23	24	25	26	27	28	29
	John Deere Tractor	2001	20	21	22	23	24	25	26	27
	Easy Rake	2001	20	21	22	23	24	25	26	27
	Skidsteer New Holland180	2001								
	Easy Rake	2005	17	18	19	20	21	22	23	24
	Lazer Lawnmower	2005	17	18	19	20	21	22	23	24
	Gravely Snow Blower	2005	17	18	19	20	21	22	23	24
	Cat Loader	2006	16	17	18	19	20	21	22	23
	Gravely Snow Blower	2007	15	16	17	18	19	20	21	22
	Lazer Lawnmower	2007	15	16	17	18	19	20	21	22
	Kubota tractor	2007								
	4000 Lawnmower	2007	15	16	17	18	19	20	21	22
	Line Painter	2008	16	17	18	19	20	21	22	23
	Skidsteer New Holland 170	2011	11	12	13	14	15	16	17	18
	Toro 5910 Mower	2010	11	new	1	2	3	4	5	6
	Ventrix mower/thrower	2013	10	11	12	13	14	15	16	17
	ExMark Lazer Lawnmower	2014	new	1	2	3	4	5	6	7
	ExMark Lazer Lawnmower	2014	new	1	2	3	4	5	6	7
	ExMark Lazer Lawnmower	2014	new	1	2	3	4	5	6	7
	ExMark Lazer Lawnmower	2014	new	1	2	3	4	5	6	7
	Easy Rake/Smithco Groomer	2015	6	7	8	9	10	11	12	13
	Line Painter	2017	4	5	6	7	8	9	10	11
	Toro Mower	2018	3	4	5	6	7	8	9	10
	60" Exmark Mower	2018	3	4	5	6	7	8	9	10
	Remote Control Mower	2022		new	1	2	3	4	5	6
Scheduled										



PAST 5 YEAR GENERAL FUND CAPITAL CONTRIBUTIONS

FY17 - \$ 54,578 or .10% of Townwide Operating Budget

FY18 - \$ 54,578 or .10% of Townwide Operating Budget

FY19 - \$ 61,906 or .11% of Townwide Operating Budget

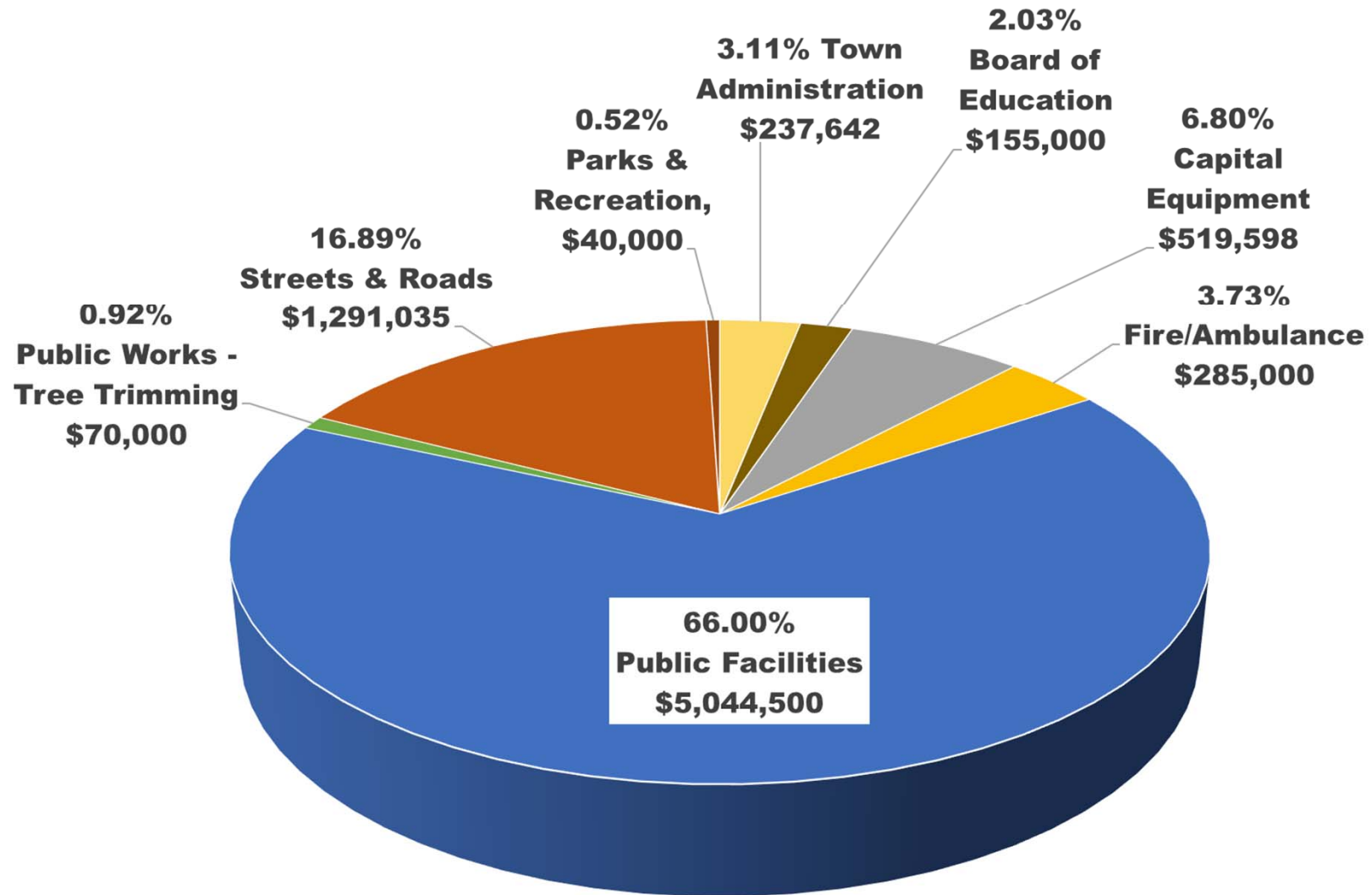
FY20 - \$121,048 or .21 % of Townwide Operating Budget

FY21 - \$192,567 or .34 % of Townwide Operating Budget

Town Manager Proposed FY22 = \$211,213



FY21-22 CAPITAL PLAN BY PROGRAM AREA





TOLLAND DEBT MANAGEMENT PLAN SCHEDULE **2021-22 THROUGH 2025-26**

In FY 21/22 the General Fund budget will increase by \$50,000 to \$4,650,000 and will continue to increase through FY 24/25. The negative amount listed below under “Amount to be Paid from Debt Service Fund” is the amount to be contributed to cover the total debt payments. Much of this impact is due to debt for the Birch Grove School and potential renovations to the Firehouses. The plan will allow the budget to begin being reduced in FY 2025-26 to eventually get back to \$4,550,000. Once the budget returns to this level, the plan is to begin building capital reserves to fund future projects on a pay as you go basis as debt falls off the books.

	Debt Management Plan	General Fund Budget	Amount to be Paid from Debt Service Fund
FY 21/22	\$5,138,667	\$4,650,000	(\$ 488,667)
FY 23/23	\$4,923,884	\$4,750,000	(\$ 173,884)
FY 23/24	\$5,383,929	\$4,800,000	(\$ 583,929)
FY 24/25	\$5,185,781	\$4,850,000	(\$ 335,781)
FY 25/26	\$5,054,089	\$4,800,000	(\$ 254,089)



Budget Schedule: Important Upcoming Dates

***Zoom meetings will be dependent upon COVID restrictions. Announcements will be made if public meetings are implemented.**

February 11, 2021 (Thursday)	Capital Budget Public Hearing – Council Zoom Meeting – 7:00 p.m. *
February 11, 2021 (Thursday)	Board of Education submits budget to Town Manager.
February 22, 2021 (Monday)	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Zoom Meeting – 7:00 p.m. *
March 3, 2021 (Wednesday)	Manager submits Budget to Council (by March 27 per Charter requirement)
March 4, 2021 (Thursday)	Advertise Public Hearing
March 10, 2021 (Wednesday)	Mgr. discusses Budget w/Council – Zoom Meeting – 7:00 p.m. *
March 11, 2021 (Thursday)	Mgr. discusses Budget w/Council – Zoom Meeting – 7:00 p.m. *
March 16, 2021 (Tuesday)	Mgr. discusses Budget w/Council – Zoom Meeting – 7:00 p.m. *
March 17, 2021 (Wednesday)	<u>PUBLIC HEARING</u> on Manager's Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – Zoom Meeting – 7:00 p.m. *
March 23, 2021 (Tuesday)	Council Discussion – Budget finalized – Council Zoom Meeting – 6:00 p.m. *
April 6, 2021 (Tuesday)	Advertise Budget
April 19, 2021 (Monday)	<u>ANNUAL BUDGET PRESENTATION MEETING</u> – Zoom Meeting - 7:00 p.m. *
April 20, 2021 (Tuesday)	Budget Presentation – Zoom Meeting – 12:30 p.m. *
May 4, 2021 (Tuesday)	Annual Budget Referendum – Dependent upon COVID restrictions.
By May 11, 2021 (Tuesday)	Council to establish mill rate upon referendum adoption

Referendum Schedule: Firehouse Project

*Zoom meetings will be dependent upon COVID restrictions. Announcements will be made if public meetings are implemented.

This timeline is based upon our review of the Connecticut General Statutes, the Town Charter, and Town ordinances, regulations or guidelines governing the scheduling of meetings for the Town Council and public hearings and the making of notices related thereto.

We have used May 4, 2021 as the date for the referendum and March 23, 2021 as the date for the public hearing.

Town Manager
(March 9, 2021)

Town Manager to recommend and certify to Town Council as to additional appropriation for a project. (Charter § 9-14)

Town Council
(March 9, 2021)

Town Council introduces appropriation and bond authorization and approves by at least four (4) votes the date, place and purpose for the public hearing. (Charter §§ 4-3 and 4-5)

Notice of Public Hearing
(By March 17, 2021)

Notice of time, place and purpose of the public hearing is publicized within the Town in accordance with Connecticut General Statutes at least five (5) days prior to public hearing. (Charter § 4-5)

Public Hearing and Town Council
Authorization
(March 23, 2021)

Town Council holds public hearing, non-binding straw poll of voters present may be taken, and at least four members of Town Council vote to authorize appropriation, issuance of bonds and submission of bond issue to referendum. (Charter §§ 4-3, 4-5, 9-14 and 9-16)

Publication and Effectiveness of Bond Authorization

(If publish by April 1, 2021,
effective by April 16, 2021)

Within ten (10) days of passage by Town Council, entire bond resolution to be published in newspaper having general circulation in Town or publicized within Town in accordance with Connecticut General Statutes and shall become effective fifteen (15) days after publication. (Charter § 4-6)

Planning and Zoning Commission

Proposed project to be referred to Planning and Zoning Commission (the "Commission") for a report prior to the commencement of work on the project unless determined to be exempt. While the Town may approve an appropriation for projects prior to approval by the Commission, it is strongly recommended that proposed project be approved by the Commission prior to enactment of bond resolution. (C.G.S. § 8-24)

Mandatory Referendum Vote

Mandatory referendum held on bond resolution if bond amount authorized in particular fiscal year exceeds 5% of current tax levy in that fiscal year. (Charter § 9-16)

Notice of Referendum

(To be published no later than April 28,
2021)

Published in newspaper having general circulation within Town at least five (5) days prior to referendum. Estimated associated operating costs and estimated tax rate ramifications to be posted as part of explanatory text available at polling places. (Charter § 9-16; C.G.S. § 7-9c)

Referendum Vote

(May 4, 2021)

Voters approve or reject resolution. Referendum must be held at least within the hours of 12:00 p.m. but may be held as early as 6:00 a.m. by vote of Town Council (C.G.S. § 7-9b)

