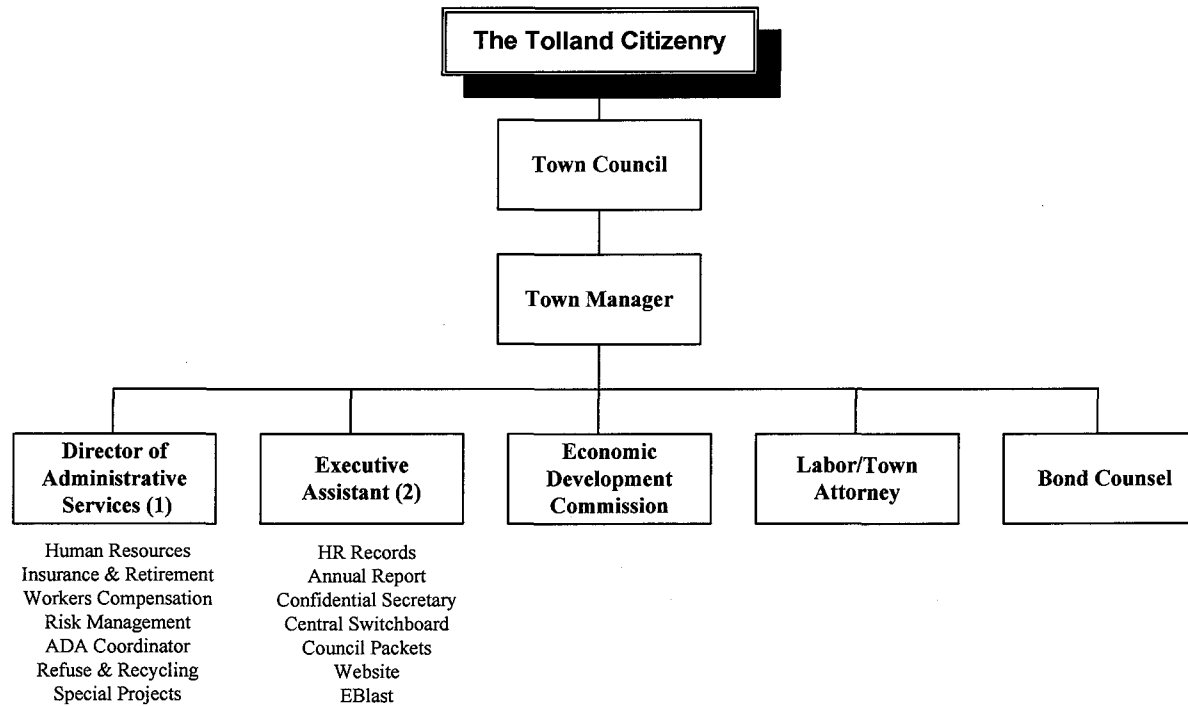


GENERAL GOVERNMENT

General Government provides the overall leadership and oversight for the operations of the Town of Tolland. The Town Council establishes policies that guide the direction of the Town and ensure the optimum delivery of services to residents in the most cost effective manner. The Town Manager provides general supervision of all Town departments, which collectively staffs 82 employees, and carries out the Town Council's directives. The Office of the Town Manager handles all human resource issues and other administrative services which include recruiting for vacant staff positions, policy analysis and risk management. The Economic Development Commission's purpose is to assist and promote economic development of the Town for the public welfare, which includes business retention, outreach, as well as business development and relocation. The other departments within this Division provide services that benefit the employees and the Town as a whole including Employee Benefits, Information Technology and Telecommunications, Insurance and Legal Services.

Account Code	Descriptions	2015-2016 Department Request	2015-2016 Manager Proposed	2015-2016 Adopted Budget
100-00	Town Council	38,879	38,879	38,879
110-00	Town Manager	216,067	216,067	216,067
120-00	Economic Development Commission	4,250	2,750	2,750
130-00	Human Resources and Benefits Administration	2,101,985	2,074,655	2,074,655
140-00	Miscellaneous Support Services	55,139	56,279	56,279
140-10	Information Technology and Telecommunications	201,516	165,766	165,766
150-13	Insurance	205,424	208,614	208,614
160-19	Legal Services	72,000	62,000	62,000
170-00	Probate Services	11,859	11,918	11,918
	Subtotal -- General Government	2,907,119	2,836,928	2,836,928

General Government *Organization Chart*



PROGRAM	TOWN COUNCIL	100-00
----------------	---------------------	---------------

Program Explanation:

Under the Council-Manager form of government prescribed in the Town Charter, the Town Council is the legislative or policy determining branch of the municipal government. This legislative body is composed of seven members who are elected at-large for two-year terms. The Town Council provides the oversight and leadership required to establish policies that guide the direction of the Town and ensure the optimum delivery of services to residents in the most cost effective manner possible. The policies that are established by the Town Council are delegated to the Office of the Town Manager for execution.

Budget Change Commentary:

The Council's budget increased overall by \$1,710 due mainly to an increase in Dues and Memberships.

Program Objectives and Goals FY 2016:

- Develop strategies for implementation and prioritization for future Town and/or BOE facility improvements or relocation
- Working to identify next steps to move forward development in the Tolland Village Area, Gateway Design District and Technology Zone
- Review Town budget to ensure if there must be increase it is defensible and to extent possible current services are maintained
- Expand the review of operational polices for increased revenue potentials and operational cost savings
- Aggressively pursue grants that will enhance the quality of life in Tolland

Program Accomplishments FY 2015:

- Continued Prescription Discount Card program for Tolland residents saving residents \$220,600
- Approved sending to referendum \$2.6 million for expansion of the Library
- Approved funding for the \$10.2 million ESCO project to renovate HVAC systems in Town and BOE facilities
- Approved tax abatement policies for the Tolland Village Area, Gateway Design District and Technology Zone

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1		1		Recording Clerk	1	
1		1		Videographer	1	

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Meetings attended	41	38	37	36	37
Ordinances Passed	2	4	3	2	3
Resolutions Passed	95	74	85	69	78
Policies Enacted	2	2	4	2	3
Public Hearing Items	20	14	15	14	16
Appointments	44	40	68	42	51
Additional appropriations	12	8	9	8	9

Town Administration		ACTIVITY			PROGRAM			CODE
		Town Council			Town Council			100-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
PROFESSIONAL SERVICES	6,350	4,730	5,070	5,120	5,120	5,120	5,120	
PRINTING	3,263	3,618	1,190	3,385	3,385	3,300	3,300	
ADVERTISING	7,154	6,508	6,194	6,000	6,000	6,000	6,000	
DUES AND MEMBERSHIPS	18,732	19,783	19,883	19,964	19,959	21,759	21,759	
OTHER SERVICES AND FEES	0	2,025	954	1,500	1,500	1,500	1,500	
TRAINING AND DEVELOPMENT	0	80	25	100	105	100	100	
OFFICE SUPPLIES	986	478	337	500	500	500	500	
PROGRAM MATERIALS	16	600	561	600	600	600	600	
OPERATING EXPENDITURES	36,501	37,823	34,214	37,169	37,169	38,879	38,879	
TOTAL TOWN COUNCIL	36,501	37,823	34,214	37,169	37,169	38,879	38,879	4.60%

PROGRAM	TOWN MANAGER	110-00
----------------	---------------------	---------------

Program Explanation:

Under the Council-Manager form of government prescribed in the Town Charter, the Town Manager is appointed by the Town Council to serve as its Chief Executive Officer. As such, he/she is responsible for overseeing the Town's daily operations. Responsibilities include but are not limited to overseeing the execution of all the ordinances, regulations and policies adopted by the Town Council; development and execution of the annual operating and capital budgets and a 5-Year Capital Improvement Plan; and maintaining regular communication with the Town Council, the various boards and commissions, Town staff and the residential and business community.

Budget Change Commentary:

The Town Manager's program budget has an overall increase of \$800. Communications increased by \$200 and Training and Development increased by \$600.

Program Objectives and Goals FY 2016:

- Develop Town budget to ensure if there must be increase it is defensible and to extent possible current services are maintained
- Oversee completion of capital projects proposed for FY2016
- Aggressively pursue grants that will enhance the quality of life in Tolland
- Continue to improve the content on the Town's website
- Complete the Library Expansion project

Program Accomplishments FY 2015:

- Produced a budget for FY2015 which limits expenditure increases
- Finished work on the Town Hall HVAC project, Library roof project and elevator project
- Managed in a cost effective manner the storm events and clean-up
- Received a STEAP Grant to construct a synthetic playing field

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Town Manager	1	1.0
2	1.5	2	1.5	Executive Assistant*	2	1.5

*Partially funded (20%) by the Tolland Water Commission

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Municipal Budget Expenditure Increase passed at Referendum	1.36%	0.74%	0.58%	4.12%	2.11%
Total Percentage Tax Increase passed at Referendum	1.99%	0.87%	0.67%	2.85%	*
Town Council meetings attended	36	38	37	36	37
Staff meetings conducted	24	20	20	18	22
Sealed bids invited	4	4	3	3	4

*Revaluation year

FUNCTION	ACTIVITY			PROGRAM				CODE
Town Administration	Town Manager			Town Manager				110-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	205,532	209,892	201,140	202,110	203,450	203,642	203,642	
Town Manager								
Executive Secretary								
Executive Secretary / Web Master (.5)								
PROFESSIONAL SERVICES	425	1,000	0	900	900	900	900	
COMMUNICATIONS	2,769	2,333	2,249	2,570	2,570	2,770	2,770	
SERVICE CONTRACTS	84	84	84	95	95	95	95	
PRINTING	2,122	2,547	1,998	1,800	1,800	1,800	1,800	
DUES AND MEMBERSHIPS	1,475	1,555	1,531	1,560	1,576	1,560	1,560	
TRAINING AND DEVELOPMENT	2,123	3,522	230	2,200	2,200	2,800	2,800	
OFFICE SUPPLIES	1,519	713	448	1,600	1,600	1,600	1,600	
FOOD AND CLOTHING	399	359	488	600	600	600	600	
BOOKS AND SUBSCRIPTIONS	311	211	239	300	284	300	300	
PAYROLL EXPENDITURES	205,532	209,892	201,140	202,110	203,450	203,642	203,642	
OPERATING EXPENDITURES	11,226	12,324	7,267	11,625	11,625	12,425	12,425	
TOTAL TOWN MANAGER	216,757	222,217	208,407	213,735	215,075	216,067	216,067	1.09%

PROGRAM	ECONOMIC DEVELOPMENT COMMISSION	120-00
----------------	--	---------------

Program Explanation:

The purpose of economic development is to enhance the Town's tax base by increasing business property investment. The Town Manager appoints members of the Economic Development Commission who, in turn, elect a chairperson. The Economic Development Commission works with the Town Manager's Office to plan, organize and administer an economic development program and promote the orderly growth of the Town's business resources. The staff of the Division of Planning and Community Development also plays a significant role in this process by assisting private developers and business oriented groups with achieving their goals for growth within existing zoning requirements.

Budget Change Commentary:

The program budget decreased from the prior year mainly due to a reduction in Professional Services of \$1,500.

Program Objectives and Goals FY 2016:

- Continue to assist and promote economic development in Tolland specifically the Tolland Village Area and Technology Zone
- Continue to work with parties looking for sites or buildings to locate their businesses
- Hold coordinated meetings with business entities to solicit information on their concerns
- Work with UCONN and the Tolland EDC to promote research and technology initiatives

Program Accomplishments FY 2015:

- Met with several interested parties regarding locating in Tolland.
- Working with the Town Council on tax abatement policies for the Tolland Village Area, Gateway Design District and Technology Zone
- Worked with Planning and Zoning Commission on the regulations for the Tolland Village Area and Technology Zone
- Submitted regulations to Planning and Zoning Commission to allow drive thru restaurant in the Gateway Design District

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Meetings Held	12	12	10	12	12

[illegible]

PROGRAM	HR ADMINISTRATION	130-10
----------------	--------------------------	---------------

Program Explanation:

This program of spending provides funding for personnel administration activities. The personnel related activities funded by this program includes advertising for employment vacancies, legal notices, training and development and books and subscriptions for various human resources and legal publications.

Budget Change Commentary:

The program budget is increasing slightly (\$1,260) from the prior year.

Program Objectives and Goals FY 2016:

- Continue to update various Human Resource policies as needed
- As necessary, recruit and fill various vacant staff positions
- Implement personnel changes consistent with proposed FY2016 budget

Program Accomplishments FY 2015:

- Recruited and filled vacant full-time and part-time positions including: Building Official, Town Engineer, Town Clerk, Director of Recreation
- ICMARC representatives met with employees relating to pension investments
- Working with Safety Committee, Town Engineer and Public Works Director developed solution for Hicks Parking Lot curb issue
- Attended training opportunities in human resource areas
- Helped coordinate Solarize CT for Tolland residents
- With Human Services Director, interim supervisor for Town Engineer and Building Official

Assigned Positions:

2013-2014		2014-2015		Position Title	2015-2016	
Positions	FTE	Positions	FTE		Positions	FTE
1	1.0	1	1.0	Director of Administrative Services	1	1.0
1	.50	1	.50	Executive Assistant	1	.50

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Safety Committee Meetings	4	3	4	4	4
Employee Assistance Referrals	4	2	2	2	2
Job Advertisements	7	7	7	11	7
Training Workshops	3	2	2	2	2

FUNCTION	ACTIVITY			PROGRAM				CODE
Town Administration	HR and Benefits Administration			HR and Benefits Administration				130-00
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
REGULAR PAYROLL	106,080	108,617	99,775	111,128	112,703	113,428	113,428	
Director of Administrative Services								
Executive Secretary / Web Master (.5)								
PROFESSIONAL SERVICES	3,109	2,448	2,938	2,683	2,683	2,683	2,683	
ADVERTISING	5,645	3,078	4,034	4,500	4,500	4,500	4,500	
DUES AND MEMBERSHIPS	640	651	674	690	690	700	700	
TRAINING AND DEVELOPMENT	1,349	334	977	1,000	1,000	1,750	1,750	
OFFICE SUPPLIES	64	309	38	300	300	300	300	
FOOD AND CLOTHING	0	0	0	0	0	500	500	
BOOKS AND SUBSCRIPTIONS	135	281	474	250	250	250	250	

PROGRAM	HR BENEFITS	131-11
----------------	--------------------	---------------

Program Explanation:

The Benefits Program is a subcategory of the Human Resources and Benefits Administration budget. This program provides funding to satisfy various federal mandates and contractual requirements. F.I.C.A. (Federal Insurance Contributions Act) is funded through this line item. Funding is also provided for contributions towards the Medicare Program. The Town's primary retirement pension plan, a 401(a) plan offered through the ICMA Retirement Corporation, is also funded through this program. Full-time employees are required to contribute at least 2.5% of their income to this plan to which the Town provides a matching contribution of 6%. Employees become fully vested after a five-year waiting period. The Town also uses an Alternative to the Social Security Program also known as a 3121 Program. Under this program, temporary, limited and seasonal employees do not contribute to Social Security; instead they contribute to an annuity. Also included in this program is funding for various insurance programs that are provided as a benefit and statutorily required. The insurance coverage provided includes: Workers' Compensation, Unemployment Compensation, Health Insurance, Life Insurance. Long-term disability insurance is provided for management employees only.

Budget Change Commentary:

Overall, this program increased \$2,270. The primary driver of the increase is FICA and Worker's Compensation which was offset by decreases in Unemployment Compensation and Health Insurance.

Program Objectives and Goals FY 2016:

- Review health insurance and make revisions that maintain quality insurance benefits for employees at a reasonable cost
- Report 100% of Worker's Compensation cases within 3 days
- To keep health insurance claims at a manageable level
- To keep Worker's Compensation claims at a manageable level
- Continue to implement and expand comprehensive wellness program for employees

Program Accomplishments FY 2015:

- ICMA meetings held with individual employees related to pension investments
- Helped successfully manage Worker's Compensation program to a 0% rate increase for FY2015
- Continued Wellness program for all employees with the highest participation rate to date.
- Participated in ECHIP subcommittee for wellness planning
- Alternative Social Security Program resulted in a savings of \$25,263 to the Town in the prior fiscal year

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Workers' Compensation Claims	17	22	21	22	20
Health Insurance Plans	2	2	2	2	2
Wellness Program	1	1	1	1	1
Life Insurance	1	1	1	1	1
Long-Term Disability Insurance Plans	1	1	1	1	1
Pension Plans	2	2	2	2	2
Covered Employees – Full-time Equivalents	80.86	80.21	77.49	77.49	78.06
Other Post Employment Benefits	1	1	1	1	1

FUNCTION	ACTIVITY			PROGRAM				CODE
Town Administration	HR and Benefits Administration			Employee Benefits				131-11
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
FICA	245,253	253,161	244,762	269,000	269,000	276,000	276,000	
MEDICARE	61,777	63,590	62,382	66,000	66,000	71,000	71,000	
EMPLOYEE PENSIONS	231,258	241,884	248,070	265,000	265,000	272,000	272,000	
WORKER'S COMPENSATION	179,487	180,497	192,959	194,185	194,185	203,019	203,019	
UNEMPLOYMENT COMPENSATION	2,693	4,000	12,552	15,000	15,000	4,500	4,500	
HEALTH INSURANCE	895,640	956,020	971,718	1,091,739	1,091,739	1,076,000	1,076,000	
LIFE INSURANCE	22,142	23,122	26,323	28,000	28,000	31,000	31,000	
DISABILITY INSURANCE	18,666	17,727	18,185	18,000	18,000	16,500	16,500	
OTHER POST EMPLOYMENT BENEFITS	50	491	54	1,350	1,350	525	525	
OPERATING EXPENDITURES	1,656,966	1,740,492	1,777,005	1,948,274	1,948,274	1,950,544	1,950,544	
TOTAL EMPLOYEE BENEFITS	1,656,966	1,740,492	1,777,005	1,948,274	1,948,274	1,950,544	1,950,544	0.12%

PROGRAM	MISCELLANEOUS SUPPORT SERVICES	140-00
----------------	---------------------------------------	---------------

Program Explanation:

The purpose of the Administrative Support Services program is to provide funding for services and equipment required to support effective communication and administration throughout the organization. The program provides funding for service contracts on central office equipment, such as copiers and the postage machine, and maintenance and fuel for “pooled vehicles”. It also funds postage and general office supplies.

Budget Change Commentary:

Overall, the budget decreased \$181. There are savings in fuel costs of \$1,774 and a reduction in postage of \$1,404 for funds that are being designated in FY 14-15. Service contracts increased by \$2,497 for the addition of the Fire Department copier maintenance contract and due to rising costs of copies and telephone system maintenance.

Program Objectives and Goals FY 2016:

- To provide the necessary administrative support for employees to help them accomplish their goals effectively and efficiently

Program Accomplishments FY 2015:

- Provided support services, such as postage, office machines and phones for entire office staff

[illegible]

PROGRAM	INFORMATION TECHNOLOGY/TELECOMMUNICATIONS	140-10
----------------	--	---------------

Program Explanation:

This program provides for immediate and uninterrupted information and communication via current technology. To accomplish this goal it is necessary to provide for maintenance and upgrades of computer hardware and software, telephone system, web page and network.

Budget Change Commentary:

Overall, the budget increased \$33,414 due to an increase of four hours per week for a total of 208 hours for IT consulting services in Professional Services and to begin addressing the recommendations within the Information Technology Plan.

Program Objectives and Goals FY 2016:

- To provide uninterrupted communication services via computers and phones
- To upgrade software, equipment and technology as recommended in the Information Technology Plan
- Continue the implementation of the Town Wide Fiber network

Program Accomplishments FY 2015:

- Timely responses to requests for trouble shooting
- Upgraded obsolete computers and hardware
- Created an Information Technology Plan
- Created savings by switching the Town Hall telephone service provider
- Began implementation of the Town Wide Fiber network

[illegible]

PROGRAM	TOWNWIDE INSURANCE	150-12
----------------	---------------------------	---------------

Program Explanation:

This program of spending provides funding for the various types of general liability insurance coverages currently held by the Town. The specific insurance programs funded through the General Townwide Insurance program are the General Liability Policy that includes both an excess liability and public officials policy. A Miscellaneous line item is also included to fund deductibles and endorsements.

Budget Change Commentary:

The cost of insurance has increased by \$6,277 due mainly to an increase in property and liability insurance.

Program Objectives and Goals FY 2016:

- Report 100% of Property and Liability claims within 3 days
- Continue to obtain third party reimbursement of damages to Town property
- Continue to assess risk exposures in Town facilities and take remedial action
- Review current insurance policies and implement cost saving measures where possible

Program Accomplishments FY 2015:

- Worked with CIRMA and town departments to coordinate all liability claims
- Property and liability claims dropped from 19 in FY2011 to 11 in FY2014
- Completed claims review for Town's insurer CIRMA
- Working with Safety Committee, Town Engineer and Public Works Director developed solution for Hicks Parking Lot curb issue

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
General Liability	1	1	1	1	1
Excess Liability	1	1	1	1	1
Public Officials Bond	3	3	3	3	3

PROGRAM	VOLUNTEER FIREFIGHTER INSURANCE	150-13
----------------	--	---------------

Program Explanation:

This program of spending provides funding for fire related insurance coverage. The three items specifically funded are General Fire Coverage, Fire Umbrella Coverage and Volunteer Accident Coverage.

Budget Change Commentary:

The budget increased by \$2,797 due to an estimated 2.9% premium increase.

Program Objectives and Goals FY 2016:

- Report 100% of Property and Liability claims within 3 days
- Review current policies and implement cost saving measures where possible

Program Accomplishments FY 2015:

- Continued to review policies for overlap with other Town insurance policies
- Small number of claims reported in prior fiscal year

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Volunteer Fire Insurance Policy	1	1	1	1	1

[illegible]

PROGRAM	LEGAL SERVICES – TOWN ATTORNEY	160-15
----------------	---------------------------------------	---------------

Program Explanation:

The Town Attorney provides the Town Manager and other Town officials with comprehensive advice regarding a range of legal topics. The Town Council appoints the Town Attorney for a two-year term. The Town Attorney serves as the primary legal advisor to the Town Council, Town Manager, Town officials and the Town boards and commissions. This attorney prepares legal opinions, deeds, easements, contracts, ordinances, resolutions and other legal instruments on an as needed basis. The Town Attorney also represents the interests of the Town in matters of litigation including such actions as condemnations, appeals from decisions by regulatory boards and commissions and lawsuits. Mr. Richard “Rick” Conti of the law offices of Diana, Conti & Tunila was appointed as the current Town Attorney in 2003.

Budget Change Commentary:

The Town Attorney budget is increasing \$8,000 based on prior year’s expenditures and anticipated activity.

Program Objectives and Goals FY 2016:

- Continue to provide counsel and guidance on legal matters to the Town Council, Town Manager and Town departments

Program Accomplishments FY 2015:

- Handled tax appeals
- Reviewed various contracts for the Town of Tolland
- Handled numerous planning and zoning legal issues

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Cases tried	0	0	0	0	0
Estimated opinions rendered	20	20	20	20	20
Cases pending	1	2	0	2	1

FUNCTION	ACTIVITY			PROGRAM				CODE
Town Administration	Legal Services			Town Attorney				160-15
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
PROFESSIONAL SERVICES	32,486	37,449	48,933	32,000	32,000	40,000	40,000	
OTHER SERVICES AND FEES	0	70	0	2,000	2,000	2,000	2,000	
OPERATING EXPENDITURES	32,486	37,519	48,933	34,000	34,000	42,000	42,000	
TOTAL TOWN ATTORNEY	32,486	37,519	48,933	34,000	34,000	42,000	42,000	23.53%

PROGRAM	LEGAL SERVICES – PERSONNEL	160-19
----------------	-----------------------------------	---------------

Program Explanation:

Labor Counsel serves as chief spokesperson in labor negotiations and provides Town officials with advice concerning non-routine aspects of labor relations. These aspects include the disposition of advanced stage grievances. The Labor Attorney is also instrumental in providing information and counsel to Town administrators throughout contract negotiations with the Town's three labor unions. Town employees are represented by the Teamsters, CSEA (Connecticut Service Employees Association) and IAFF (International Association of Fire Fighters). Management and confidential employees are not represented. Labor Counsel services are provided by Mr. Patrick McHale of Kainen, Escalera and McHale.

Budget Change Commentary:

The labor counsel services budget is reduced by \$25,000 from the prior fiscal year because successor agreements were reached for two union contracts.

Program Objectives and Goals FY 2016:

- Settle any non-routine labor relations issues
- Update Personnel Policies and Procedures as needed
- Start negotiations with three unions for successor agreements

Program Accomplishments FY 2015:

- Helped successfully settle two union successor agreements
- Negotiated agreement with CSEA union employees for continued 4-day workweek
- Negotiated incentive based wellness program language into two union successor agreements

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Hearings Held	0	2	0	1	0
Contracts Negotiated	0	0	1	2	3
Litigation Cases	0	0	0	0	0

FUNCTION	ACTIVITY			PROGRAM				CODE
Town Administration	Legal Services			Personnel				160-19
Line Item Description	2011-2012 Actual	2012-2013 Actual	2013-2014 Actual	2014-2015 Adopted	2014-2015 Amended	2015-2016 Manager Proposed	2015-2016 Adopted Budget	% Increase Over Adopted
PROFESSIONAL SERVICES	25,000	44,495	33,534	45,000	45,000	20,000	20,000	
OPERATING EXPENDITURES	25,000	44,495	33,534	45,000	45,000	20,000	20,000	
TOTAL PERSONNEL	25,000	44,495	33,534	45,000	45,000	20,000	20,000	-55.56%

PROGRAM	PROBATE SERVICES	170-00
----------------	-------------------------	---------------

Program Explanation:

The Probate Court operates in accordance with the General Statutes of the State of Connecticut. The court has jurisdiction over the probate of wills and the administration of the estates of deceased persons domiciled in the towns of Tolland, Willington, Coventry and Mansfield. Adoptions, parental rights matters, guardianship, conservatorship, trust estates, commitments, marriage waivers and name changes are all within the province of the Probate Court. Residents of Tolland, Willington, Coventry and Mansfield elect the Judge of Probate for a four-year term. The towns, by statute, must support the court by providing office space and by funding office expenses. The expenses of the court are shared by the four towns in the probate district. The allocation is based on the grand list of each town.

Budget Change Commentary:

The program budget increased by \$1,379. Furniture and Fixtures increased by \$500 due to an anticipated purchase of an additional file cabinet, Document Maintenance increased by \$500 for State required change in internet services and various other line items increased by \$379.

Program Objectives and Goals FY 2016:

- Continue to address and resolve any minor residual issues related to the consolidation of the Tolland and Mansfield probate courts into the "Tolland-Mansfield Probate District" that took effect on January 5, 2011
- Continue a laser fiche project to record and microfilm Tolland, Coventry and Mansfield court documents that pre-date the Tolland-Mansfield consolidation

Program Accomplishments FY 2015:

- The Tolland-Mansfield Probate Court continued with its successful consolidation of the Tolland and Mansfield courts; worked in cooperation with the Office of the Probate Administrator to successfully adjust to a re-structured Connecticut Probate Court System; transitioned to a new judge following the retirement of Judge Twerdy.
- Made significant progress with the laser fiche project to record and microfilm unbound Tolland court documents that pre-date the Tolland-Mansfield consolidation and began laser fiche of bound volumes currently located in Mansfield and Coventry town halls.

Performance Data	Actual 2011-2012	Actual 2012-2013	Actual 2013-2014	Estimated 2014-2015	Anticipated 2015-2016
Probate Cases	735	740	982	1,000	1,025
Passports	212	264	225	109*	N/A
*Total passports are from 7/1/2014 thru 12/31/2014. As of 1/1/2015, we no longer do passports.					

