# **TOWN OF TOLLAND**



# FY 2013 - 2014 through 2017 - 2018 Town Manager's Five Year Capital Plan February 21, 2013



# **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 25, 2012
Preliminary Capital Budget Committee Review and Department Head meetings. Board of Education Superintendent and School Facilities Director were included in meetings.	Month of November, 2012
Manager submits Capital Program to Council.	December 20, 2012
Manager submits revised Capital Program to Council with recommended General Fund Budget.	March 12, 2013
Town Council approves recommended Capital Program as part of Council's Proposed Budget.	April 2, 2013
Capital Program as amended is part of Budget Referendum process.	May 7, 2013

- Removed reserve for depreciation for municipal vehicle replacement by \$25,906. Should there be general fund dollars available at the end of this year the transfer of funds to cover this expense should be made to keep the vehicle replacement account in balance. Updated the amounts in Years Two through Five to include new vehicles depreciation.
- Moved to Year Two BOE replacement of 1998 Jeep Grand Cherokee with 2014 Cargo Van \$25,500.
- Added \$300,000 in non-referendum borrowing under Public Facilities for the Fiber Installation Project.

- Changed replacement of 1996 Low Profile Truck with a F-550 One Ton Dump at \$58,000 instead of with a 4 yard dump truck at a cost of \$97,000 and moved to Year Three from Year One.
- Moved replacement of Truck #6 (\$147,000) from Year Two to Year One due to the damages resulting from the 2013 Blizzard to be funded by non-referendum borrowing.



- Removed replacement of Truck #32 for \$155,000 from Year Four due to the cost of damages resulting from the 2013 Blizzard requiring an appropriation in FY12-13 for an immediate replacement.
- Added a placeholder for the conversion of a portion of Parker School to Elderly Housing – a cost and funding mechanism to be determined.
- Added \$29,000 from the general fund for design of Level 1 elevator in Hicks Building in Year One which is required to apply for a Small Cities Grant in FY2014.



- Removed from Year One under Public Facilities \$186,340 in non-referendum borrowing for Library expansion and combined this expense with construction costs in Year Two.
- Replacement of Station 140 roof moved out to Year Three (\$30,000) from Year Two.
- Increased the amount budgeted for tree trimming from \$100,000 to \$163,830 in Years One and Two utilizing LOCIP Funds pursuant to the Governors budget proposal.



- Changed funding for drainage design use in Year One by using \$35,000 of CNRE and \$10,000 of general fund dollars instead of \$45,000 of general fund dollars.
- Reduced in Year One non-referendum borrowing for pavement management by \$169,713 due to increase in State funding.
- Eliminated the use of \$20,000 of LOCIP Funds in Years One and Two for paving with all LOCIP funds being used for tree trimming.



Revisions To Capital Budget After Submission

by Town Manager to Town Council on December 20, 2012

- Increased the amount of Town Aid Road Funds by \$189,713 or in total of \$339,713 pursuant to the Governor's budget proposal in Year One and all subsequent years. Town Aid Road funds can also be used to purchase heavy equipment.
- Changed Years 2 through 5 for non-referendum borrowing for road maintenance due to increased LOCIP Funds in (Years Three to Five) and increased the Town Aid Roads in each of those years pursuant to the Governors budget proposal.



- Moved replacement Truck #35 (\$147,000) from Year Five to Year Two and increased the cost to \$180,000 for the inclusion of a wing plow.
- Moved replacement of the Ball field Groomer (\$17,500) from Year Two to Year Three.
- Changed the funding source for the Hicks Roof Gym and Level 1 replacement (\$125,000) in Year Two to nonreferendum borrowing from the General Fund.

- Removed from Year Two under Public Facilities \$440,000 in non-referendum borrowing for the Firehouse/EOC replacement and combined this expense with construction costs in Year Three.
- Removed from Year Three the Tolland Green Route 195 and Route 74 Corridor Improvements as this project is included in Year One and no additional grant funding is anticipated at this time for any further phases beyond Year One.

- Removed roof replacement on Modular Classrooms (\$18,500) from Year Four. It is our understanding these classrooms will not be needed after this year.
- Reduced miscellaneous Drainage Construction in Year Four by \$10,000 to keep the amount consistent with other years.
- Added replacement of the all season dump body for Truck #23 in Year Five for \$80,000 with non-referendum borrowing. This will extend the life of the truck at least 10 years and save the Town \$100,000 by not replacing the entire truck.



# 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
- Hicks Trust

### Truck #32 Immediate Replacement

 Truck #32 sustained a blown engine during Storm Charlotte which would approximately cost \$39,000 to fix with repair time in excess of eight weeks. Repairing a truck at that cost which is 13 years old is not advised. There is a need for an immediate solution since this is a front line vehicle. We are recommending using \$30,000 from Town Aid and \$140,000 from CNRE funds to purchase a 2013 6 Wheel International truck with a wing plow assembly (below). An emergency appropriation for this immediate replacement will be on the 2/26/13 Town Council Agenda.



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#### <u>FY13-14: SIGNIFICANT CAPITAL PROJECTS</u> <u>FUNDED BY THE GENERAL FUND</u> <u>Total Amount: \$141,991</u>

#### **Town Administration:**

• Phase II of the WPCA state mandated Facility Plan – \$28,935

#### **Public Facilities:**

- Design of the Level 1 elevator in Hicks Building \$29,000
- Pollution abatement funding for work previously performed at Highway Garage pursuant to a State Consent Order – \$24,056



#### <u>FY13-14: SIGNIFICANT CAPITAL PROJECTS</u> <u>FUNDED BY THE GENERAL FUND</u> <u>Total Amount: \$141,991</u>

#### **Streets & Roads:**

- Drainage Design priority included reconstruction of Torry Road box culvert - \$10,000 general fund and \$35,000 CNRE
- Replacement of culvert and detention basins \$50,000



#### FY13-14: SIGNIFICANT CAPITAL PROJECTS FUNDED BY OTHER SOURCES

#### **Town Administration:**

- Fiber Project to connect Town Facilities as recommended by Technology Task Force - \$300,000 (Non-referendum notes)
- Tolland Green Route 195 and Route 74 Corridor Improvements \$2,797,000 (State and Federal Grants and existing funds)

#### **Board of Education:**

Tolland High School:

 Lights and turf for stadium field - \$1,000,000 (State Grants - \$700,000) (Non-referendum notes - \$300,000) Town to be reimbursed for principal and interest through private donations

Tolland Intermediate School:

 Parking Lot Paving/Loading Area Paving - \$65,355 (State Property Tax Relief Grant)



#### <u>FY13-14: SIGNIFICANT CAPITAL PROJECTS</u> <u>FUNDED BY OTHER SOURCES</u>

### **Capital Equipment:**

- Replacement of 2000 Freightliner Truck #6 \$147,000 (Non-referendum notes)
- Replacement of 1998 Bucket Loader \$169,000 (Non-referendum notes)

### **Public Works:**

 Tree Trimming: Proactive Tree Trimming Program to reduce the impact of future storm related damage and power outages -\$163,830 (LOCIP Grant)



#### FY13-14: SIGNIFICANT CAPITAL PROJECTS FUNDED BY OTHER SOURCES

#### Streets & Roads:

Construction and Reconstruction:

 Johnson Road – Drainage and pavement of the westerly 1,300 feet of Johnson Road – \$276,300 (Non-referendum notes)

#### **Pavement Management:**

 Road Maintenance - \$335,287 (Non-referendum notes), \$339,713 (TAR) for a total of \$675,000. In addition we will be utilizing a portion of the \$5 million dollars previously approved for road maintenance



### Significant Projects in Years 2-5 By All Sources

Year 2

#### **Board of Education:**

Tolland Intermediate School:

 Repair of Building Façade Cracks - \$412,661 (Non-referendum notes)

#### **Capital Equipment:**

Highway:

- Replacement of Truck #35 2002 Western Star with wing plow \$180,000 (Non-referendum notes)
- Replacement of a ten year old Field Mower \$80,000 (General Fund contribution - \$30,000, CNRE Fund - \$50,000)

#### Fire and Ambulance:

 Ambulance 640 Replacement - \$258,549 (Ambulance Fees)



### Year 2, continued:

#### Public Facilities:

- Station 240 Roof \$20,000 (General Fund)
- Hicks Roof Gym and Level 1 \$125,000 (Non-referendum notes)
- Library Expansion Project \$2,378,573 (2011 est. costs) (Possible funding sources – STEAP Grant - \$500,000, ADA Small Cities Grant - \$400,000, Referendum Borrowing – \$1,478,573)

#### **Public Works:**

• Tree Trimming - \$163,830 (LOCIP Grant)

#### Streets & Roads:

 Drainage Infrastructure Culvert replacement - Torry Road - \$175,000 (Non-referendum notes)



Year 2, continued:

#### **Pavement Management:**

 \$650,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations (\$310,287 – Non-referendum notes \$339,713 - TAR)



Year 3:

#### **Board of Education:**

Tolland Intermediate School:

- Removal and Replacement of Asbestos Floor Tile \$414,000 (Non-referendum notes)
- Skylight Replacement \$18,500 (General Fund)

Tolland Middle School:

 Removal of Gym Bi-Folding Door replaced with electronically operated "roll down curtain" - \$60,000 (General Fund)

#### Capital Equipment:

Highway:

- Replacement of Truck #63 \$58,000 (CNRE - \$50,000, General Fund - \$8,000)
- Ball field Groomer \$17,500 (General Fund)



Significant Projects in Years 2-5 By All Sources

### Year 3, continued:

#### Fire & Ambulance:

- Refurbish ET340 \$76,000 (Ambulance Fees)
- Station 140 roof \$30,000 (General Fund)

#### Parks & Recreation:

 Additional Parking at Recreation Center - \$38,300 (General Fund)



### Year 3, continued:

#### **Public Facilities:**

- Replacement of Elevator Cylinder & Car in the Hicks Municipal Building - \$75,000 (General Fund)
- Firehouse/EOC Replacement \$5,440,000 (Other Funding Sources/Bond Referendum)

#### **Pavement Management:**

 \$750,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations. (\$246,457 – Non-referendum notes, \$163,830 – LOCIP and \$339,713 - TAR)



## Year 4:

#### **Board of Education:**

Birch Grove Primary School

Parking Lot Paving - \$100,000

(Non-referendum notes)

Tolland Intermediate School

 Removal of Gym Doors & Replace with electronically operated "roll down curtain" - \$54,000

(General Fund)

Tolland Middle School

• Locker Front Replacements - \$15,310

(General Fund)



### Year 4, continued:

#### Capital Equipment:

• Replacement of 2002 CAT Backhoe - \$120,000

(Non-referendum notes)

#### Fire:

• Replacement of Rescue 240 - \$800,000

(Ambulance Fees)

#### Parks & Recreation:

 Athletic Court Resurfacing at Heron Cove Basketball & Skating Area & Crandall Park Tennis & Basketball Courts -\$34,117 (CNRE Fund)



### Year 4, continued:

#### Streets and Roads:

• Drainage Construction - various - \$50,000

(General Fund)

#### **Pavement Management:**

 \$750,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations.

(\$246,457 – Non-referendum notes, \$163,830 – LOCIP and \$339,713 – TAR)



Significant Projects in Years 2-5 By All Sources

# Year 5:

#### **Board of Education:**

Birch Grove Primary:

• Parking lot paving phase 2 - \$100,000

(Non-referendum Notes)

Parker Memorial School:

 Roof & Boiler Replacement as well as Demolition of Portable Classroom - \$1,215,300

(Non-referendum notes)

Tolland High School:

 Track resurfacing - \$94,000 (General Fund)



### Year 5, continued:

#### **Capital Equipment:**

- Replacement of Dump Truck Body #23 \$80,000 (Non-referendum notes)
- Replacement of 11' Toro 400 Mower \$53,000 (CNRE Fund)

#### Fire and Ambulance:

- Dive/Swift Water Rescue Equipment \$20,000 (Ambulance Fees)
- Replacement of Service 240, a 2006 1<sup>st</sup> Response
   Vehicle \$65,000 (Ambulance Fees)



### Year 5, continued:

#### **Public Facilities:**

 Upgrades to Gehring Road Firehouse including addition of apparatus bay, roof replacement & replace existing bricks with siding - \$200,000

(Non-referendum notes)

#### Streets & Roads:

 \$750,000 to address road maintenance, parking lot and neighborhood roads according to automated pavement management system recommendations.

(\$246,457 – Non-referendum notes, \$163,830 – LOCIP and \$339,713 - TAR)



# PAST 5 YEAR GENERAL FUND CAPITAL CONTRIBUTIONS

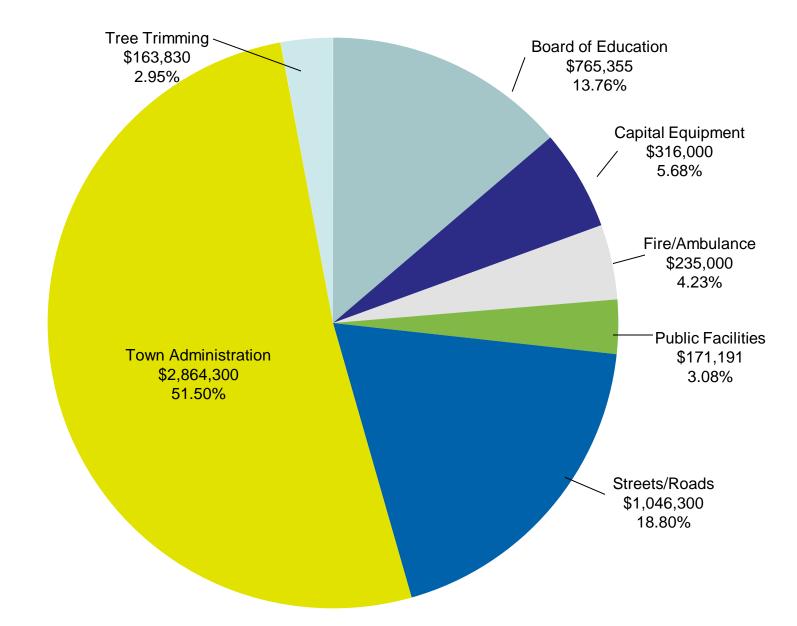
FY09 - \$506,037 or 1.1% of Townwide Operating Budget FY10 - \$204,650 or .42% of Townwide Operating Budget FY11 - \$266,700 or .54% of Townwide Operating Budget FY12 - \$247,310 or .49% of Townwide Operating Budget FY13 - \$171,877 or .33% of Townwide Operating Budget

> Town Manager Proposed FY14 = \$141,991 or .27% of Townwide Operating Budget

		Equipr	nent Agi	ng Sche	dule for	Units A	ssigned	to Park	s & Fac	ilities G	arage	
						proposed					updated as of 2	2/2013
Vehicle/Eqp #	Description	Year	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
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63 TOL	GMC 3500	1999	14	15	16							
37 TOL	GMC 3500	2003	10	11	12	13	14	15	16	17	18	1
38 TOL	Ford F550	2004	9	10		12	13	14	15	16	17	1
70 TOL	Ford F250	2006	7	8	9	10				14		
53 TOL	Ford F450	2007	6	7	8	9	10	11	12	13	14	1
64 TOL	Ford F250	2007										
68 TOL	Ford F550	2007	6	7	8	9	10	11	12	13	14	1
75 TOL	3/4 Ton Van	2008	5	6	7	8	9	10		12	13	1
55 TOL	Ford F450	2011	3	4	5	6	7	8	9	10	11	1
61 TOL	Ford F250 (mechanics truck)	2013	1	2	3	4	5	6	7	8	9	1
Scheduled Repla												
39TOL	Ford F550 series 1 yd dump				new	1	2	3	4	5	6	
63TOL	Ford F450				new	1	2	3	4	5	6	
Equipment:												
Liquipinenti	Ford Tractor	1970	33	34	35	36	37	38	39	40	41	4
	Sweepstar	1991	22	23	24	25	26	27	28	29	30	3
	Easy Rake	1998	15	16	17	23	20	27	20	~~>		5
	Lazer Lawnmower	1999	14	15			18	19	20	21	22	2
	Gravely Snow Blower	1999	14	15	16		18					2
	Gravely Snow Blower	1999	12	15	16	17	18	19		21	22	2
	John Deere Tractor	2001	12	13	14	15	16	17	18	19	20	2
	Easy Rake	2001	12	13	14		16	17	18	19		
	Skidsteer New Holland 180	2002	11	12	13	14	15	16	17	18	19	2
	4000 Lawnmower	2002	10	11	12	13	14			10		~
	580 Mower #2	2005	9	10		13						
	Easy Rake	2005	9	10	11	12	13	14	15	16	17	1
	Lazer Lawnmower	2005	9	10		12	13	14	15	16		1
	Gravely Snow Blower	2005	8	10	11	12	13	14	15	16	17	1
	Cat Loader	2006	8	9	10		12	13	14	15	16	1
	Gravely Snow Blower	2007	7	8	9	10		12	13	14		
	Lazer Lawnmower	2007	7	8	9	10	11	12	13	14	15	1
	Kubota tractor	2007	7	8	9	10		12	13	14		1
	4000 Lawnmower	2007	7	8	9	10		12	13	14		
	Line Painter	2008	8	9	10	11		13	14	15	16	
	Skidsteer New Holland 170	2010	3	4	5	6	7	8	9	10	11	1
	580 Mower #1	2010	3	4	5	6	7	8	9	10	11	1
	Ventrix mower/thrower	2013	2	3	4	5	6					1
Scheduled Repla	cements:	1										
1	580 Mower #2 (16')			new	1	2	3	4	5	6	7	
	Easy Rake				new	1	2	3	4	5		İ
	4000 Lawnmower						new	1	2	3	4	
			recommended	end of servic	e				3 years past r	ecommended	end of service	
			1 year past re		4+ years recommended end of service							
					end of service				scheduled for			

		Equipr	nent Agi	ng Sche	dule for	Units A	ssigned	to High	way Ga	rage		
						proposed !					updated as of 2	/2013
Vehicle/Eqp #	Description	Year	FY 13/14	FY 14/15	FY 15/16	FY 16/17	FY 17/18	FY 18/19	FY 19/20	FY 20/21	FY 21/22	FY 22/23
Trucks:	<b>I</b>											
29 TOL	Mack Dump (winter use only)	1991										
30 TOL	Mack Dump (winter use only)	1993										
24 TOL	Mack Dump (winter use only)	1994										
11 TOL	Ford F-150 P/U (no replacement)	1996										
28 TOL	Ford Dump (back-up truck)	1997										
6 TOL	Freightliner Lo-Pro Dump	2000	13									
12 TOL	International 4700 (Tree Truck)	2000	13	14	15	16	17	18	19	20	21	2
32 TOL	Sterling Dump	2001	222									
35 TOL	Western Star Dump	2002	11	12								
5 TOL	Ford F250 (transferred from Parks)	2002	11	12	13	14	15	16	17	18	19	2
8 TOL	Ford Utility	2003	10		12	13	14	15	16	17	18	1
9 TOL	Ford F250 (no replacement)	2003	10	11	12	13	1			1	10	
23 TOL	10 Wheel Dump	2003	9	10	11	12	13	14	15	16	17	1
33 TOL	Mack Dump	2001	8	9	10	11	12	13	13	15	16	1
2 TOL	Ford F250 P/U	2006	7	8	9	10		12	13	14	15	1
25 TOL	Ford D-550 Dump	2007	6	7	8	9		11	12	13	14	1
34 TOL	Mack Dump	2008	5	6	7	8		10		12	13	1
27 TOL	International 7400	2008	5	6	7	8		10		12	13	1
31 TOL	International 7400	2009	4	-	6	7		9		11	12	1
26 TOL	International 7400	2012	2	3	4	5		7	8	9	10	1
	International 7400	2013	1	2	3	4		6	7	8	9	1
Scheduled Repla	cements:											
6 TOL	Lo-Pro Dump		new	1	2	3	4	5	6	7	8	
35 TOL	Western Star Dump			new	1	2	3	4	5	6	7	
23 TOL	10 Wheel Dump- Body only			iie ii			new body	1	2	3	4	
32 TOL	Sterling Dump		????						_	-		
Heavy Equips												
17 TOL	Cat Grader	1972	41	42	43	4.4	45	46	47			
16 TOL	Cat Loader 936	1972	26				+5	40				
TOTOL	Dyno Pack Roller	1988	20	26	27	28	29					
7 TOL	Vac-All	2000	13		15	16		18	19	20	21	2
22 TOL	Cat Backhoe	2000	11	12	13		17	10	17	20	21	
20 TOL	Cat 938 Loader	2002	11	12	13	14	15	16	17	18	19	2
19 TOL	Elgin Sweeper	2002	10		12	13	14	10	16	17	18	1
17101	Paver (used)	2003	6		8	9	10	11	10	13	14	1
21 TOL	Roadside Mower	2010	3	,	5	6		8		10	14	1
21101	Hyndai Excavator 4500	2010	3	4	5	6		8	9	10		1
Scheduled Repla	2	2011		4		0	1	0	,	10	11	
16 TOL	Cat Loader 938		new	1	n	3	А	5	6	7	8	
22 TOL	Cat Backhoe		liew	1	2	new	4	2	2	4	5	
22 101	Dyno Pack Roller					new	new	1	2	3	4	
			recommended e	and of service					3 years past to	commended en	1 of service	
				ommended end	of service				· · ·		anded end of serv	vice.
				commended end					scheduled for r		and the of serv	







Miles of paved local roads: 123.25

Miles of unpaved local roads: 8.85

Total miles of road = 132.10

To construct 1 mile of road = \$1 million dollars



# TOLLAND DEBT SCHEDULE 2013-14 THROUGH 2017-18

		<u>% change</u>
FY 13/14 -	\$4,735,624	(.49%)
FY 14/15 -	\$4,648,536	.52%
FY 15/16 -	\$4,674,247	.55%
FY 16/17 -	\$4,701,648	.59%
FY 17/18 -	\$4,728,790	.58%



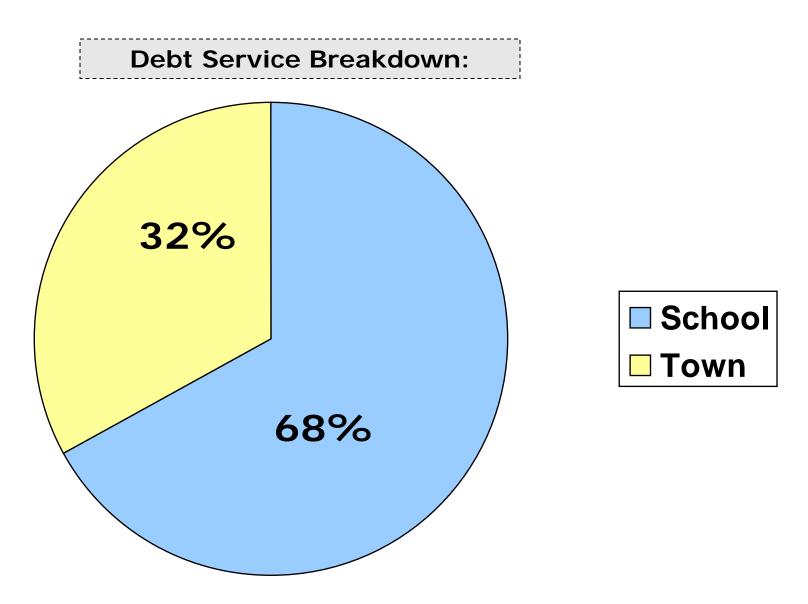
# TOLLAND DEBT SCHEDULE 2018-19 THROUGH 2022-23

<u>% change</u>

- FY 18/19 \$4,686,508
- FY 19/20 \$4,327,364
- FY 20/21 \$4,207,127
- FY 21/22 \$4,102,394
- FY 22/23 \$3,773,772

- (.89%)
- (7.66%)
- (2.78%)
- (2.49%)
- (8.01%)

# DEBT SERVICE FOR BUDGET YEAR: \$4,735,624





# DEBT SERVICE FOR BUDGET YEAR: \$4,735,624

#### <u>SCHOOL – 68%</u>

- 1998 bonds 92.3% Birch Grove School and miscellaneous school projects
- 2002 bonds 46.2% THS roof, THS track, Middle School renovations, Parker fascia & THS modulars
- 2003 bonds (Refunded in 2011) 51.4% Birch Grove School addition/Tolland High School
- 2004 bonds 68% Tolland High School
- 2005 bonds 96% Tolland High School
- 2006 bonds 94% Tolland High School
- 2007 bonds 56% Tolland High School
- 2010 bonds 67% Tolland High School
- 2011 bonds 22% TMS floor, TIS HVAC, driveway
- 2012 bonds 42% Field lights, driveway, track resurfacing, upgrade energy control



DEBT SERVICE FOR BUDGET YEAR: \$4,735,624

#### MUNICIPAL – 32%

1998 bonds – 7.7% - Miscellaneous Municipal projects

2002 bonds – 53.8% - Open Space, Senior Center, capital equipment, Cross Farms

2003 bonds (Refunded in 2011) – 48.6% - Open Space, Cross Farms, capital equipment

2004 bonds – 32% - Old Post sewer line, Cross Farms, capital equipment

2005 bonds – 4% - Miscellaneous municipal projects

2006 bonds – 6% - Open Space

2007 bonds – 44% - Open Space



DEBT SERVICE FOR BUDGET YEAR: \$4,735,624

#### MUNICIPAL – 32%

- 2008 bonds 100% Open Space and municipal projects
- 2010 bonds 33% Open Space
- 2011 bonds 78% Municipal projects
- 2011 Geothermal project
- 2012 bonds 57.9% Pavement, study of Town facilities

### WHAT IS NOT INCLUDED IN THIS CAPITAL BUDGET

### ALL FACILITY IMPROVEMENTS

Highway & Parks

• Facilities Plan for Public Works Buildings including truck wash facility



#### Budget Schedule: Important Upcoming Dates

February 21, 2013 (Thursday)	Capital Budget Public Hearing – Council Room – 7:30 p.m.
March 5, 2013 (Tuesday)	Manager convenes joint meeting between Council and Board of Education (by April 11 per Charter requirement) – Council Room – 7:00 p.m.
March 12, 2013 (Tuesday)	Manager submits Budget to Council (by March 27 per Charter requirement)
March 14, 2013 (Thursday)	Advertise Public Hearing
March 13, 2013 (Wednesday) March 20, 2013 (Wednesday) March 21, 2013 (Thursday)	Mgr. discusses Budget w/Council–Council Room – 7:30 p.m. Mgr. discusses Budget w/Council–Council Room – 7:30 p.m. Mgr. discusses Budget w/Council–Council Room – 7:30 p.m.
March 27, 2013 (Wednesday)	<b><u>PUBLIC HEARING</u></b> on Manager's Recommended Budget: Board of Education, Town Government, Capital Improvement Plan – Tolland High School Auditorium – 7:30 p.m.
April 2, 2013 (Tuesday)	Council Discussion – Budget finalized – Council Room – 7:30 p.m.
April 11, 2013 (Thursday)	Advertise Budget
April 23, 2013 (Tuesday)	<b>ANNUAL BUDGET PRESENTATION MEETING</b> – Tolland High School Auditorium – 7:30 p.m.
April 24, 2013 (Wednesday)	Budget Presentation – Senior Center – 12:30 p.m.
May 7, 2013 (Tuesday)	Annual Budget Referendum
By May 14, 2013 (Tuesday)	Council to establish mill rate upon referendum adoption

