

**Town Council Regular Meeting Agenda**  
**Wednesday, June 19, 2024 at 7:00 PM**  
**Town Hall Green Room**

1. Pledge
2. Visitors
3. Approval of Minutes – June 05, 2024
4. Appointments/Reappointments  
Appointments  
Lawrence Pilcher (R) Board of Education until November 2025  
Donna Dunn (R) Board of Assessment Appeals until November 2025  
Flemming Graae (D) Shellfish Commission for a term until June 30, 2025 Michelle Benivegna – CT River Area Health District for a term until 6/1/2026 Michelle Benivegna – Lower CT River Valley Council of Governments (RiverCOG)  
Reappointments  
Roy Sullivan (R) Fish & Game Constables until June 30, 2026  
Mark Giaconi (R) Conservation Commission until June 30, 2026  
Warren Best (R) Harbor Commission until June 30, 2028  
James Smith (R) Shellfish Commission until June 30, 2026
5. Chamber of Commerce Exemption Request to Ordinance 194-4A and 194-5A, International Food & Beer Festival July 12<sup>th</sup> & Summerfest & Fireworks August 24<sup>th</sup>
6. SHIPP Grant Application
7. Finance Director's Report
8. Line Item Transfer Requests – HCH Library Building Committee, Technology, Civil Preparedness and Assessor
9. Year-end Budget Transfers
10. Resolution Authorizing the purchase of Fire Department Thermal Imaging Cameras
11. Resolution Authorizing Access and Authorized Signer on OPEB Account
12. Chairman's Report
13. Town Manager's Report
14. Council Discussion
15. Town Council Committee Liaison Reports
16. Executive Session – Personnel, Pursuant to CGS 1-200 (6)(A)
17. Water Pollution Control Commission Appointment
18. Director of Human Services
19. Adjourn



**CONSERVATION COMMISSION**

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**MEMORANDUM**

**TO:** Michelle Benivegna, Town Manager  
Clinton Town Council

**FROM:** Abby Y. Piersall, AICP, Town Planner

**DATE:** June 14, 2024

**TITLE:** Potential SHIPP Grant Applications for Improvements at the Town Marina

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The Harbor Management Commission proposes submitting a grant application to the CT Port Authority’s Small Harbors Improvement Project Program (SHIPP) fund in the amount of \$150,000 to support planning and design for waterfront enhancements. The grant application is due July 1, 2024.

The proposed enhancements are intended to “bookend” the Town Marina and provide improved access to the harbor while protecting existing water dependent uses. The two areas included are Esposito Beach and the area immediately west of the Town boat launch.

Plans at Esposito Beach include an ADA accessible kayak launch, including a small pier and float. This concept would enhance the existing kayak activity at Esposito and improve the network of public kayak facilities (which include locations at the Town Beach and Town Hall). Improvements adjacent to the boat launch include stabilization to protect concessions and restroom areas from future erosion, and an accessible platform over water.

This grant is to support planning and design work. If awarded, the grant would advance these concepts to shovel-ready projects, for which the Town could seek future grant funding. The Harbor Management Commission has been working with its consultant, RACE Coastal Engineers, to develop the concept and grant materials to present to Town Council. The Commission intends to apply for funding for the full cost of the design phase (\$150,000). SHIPP is a reimbursable grant. If awarded, the Town would need to pay costs upfront and then seek reimbursement.

The Harbor Management Commission requests that the Town Council consider endorsing this application and approving a submittal for the July 1, 2024 deadline.

## Town of Clinton – SHIPP Grant

The Town of Clinton, in conjunction with the Clinton Harbor Management Commission, is seeking a Small Harbor Improvement Projects Program (SHIPP) Grant for a Planning Study to stabilize and enhance the public access area at the Town Boat Ramp facility and provide ADA-accessible small-craft launching at the nearby public beach area known as Esposito Beach. These projects are consistent with the goals and policies of the Town of Clinton Harbor Management Plan to expand accessible pedestrian access and water-dependent activities to underutilized areas along the waterfront.

Esposito Beach and the Town Boat Ramp facility flank the Town Marina facility on the west and east sides, respectively. The Town Marina facility is an important economic resource to the Town of Clinton with many amenities for boaters as well as the non-boating public to enjoy active and passive water-dependent uses. There is a snack bar on the site and many restaurants within walking distance such that the area is a popular destination for locals and tourists. The Town Marina, including its public access promenade, serves as a link between the two project sites. The proposed improvements will provide for an all-inclusive waterfront which will allow for safe recreational use and enjoyment of the Harbor for more people while balancing environmental conservation.

The proposed vision for enhancement of the existing Town Boat Launch area includes:

- Stabilization of the existing dilapidated section of timber and stone cribbing shoreline. Continued deterioration of the shoreline will threaten the Town launching area and the resources (parking lot, rest rooms, etc.) that support its use.
- Habitat enhancement and “living shoreline” erosion control measures in the intertidal area consisting of reef balls and oyster reefs.
- Pile-supported, overwater platform with ADA-compliant access from upland. The platform will provide a variety of uses and public access opportunities to experience Clinton Harbor, including but not limited to:
  - Fishing with ADA-accessible railing sections and
  - Passive water-dependent recreation (benches, tables)
  - Educational signage regarding local fish and bird species and the intertidal enhancements, and
  - Grated decking/hatch areas for educational demonstrations.

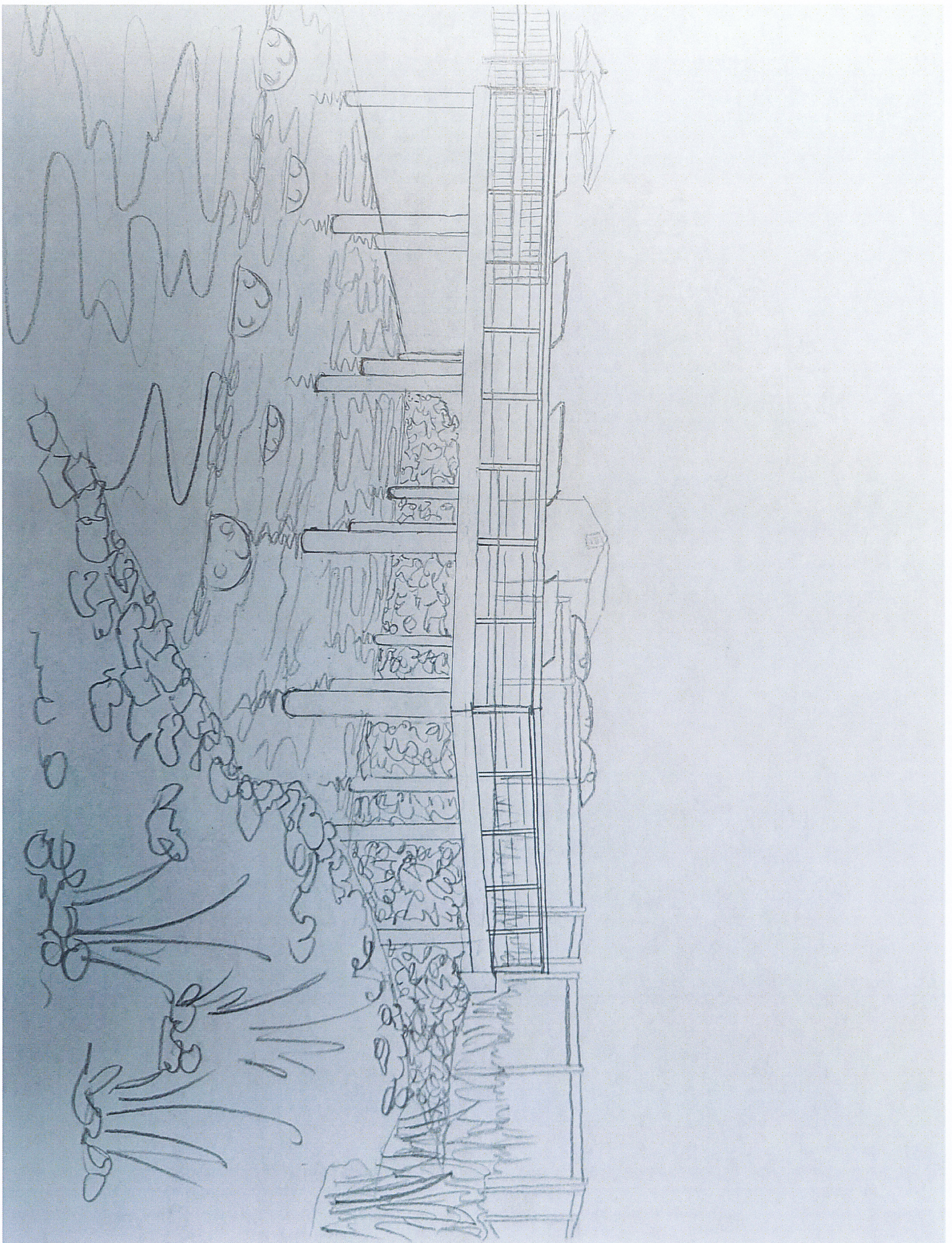
The proposed vision for Esposito Beach includes:

- ADA-accessible fixed pier structure
- ADA-compliant gangway
- Low-profile floating dock for small craft launching with ADA compliant transfer platform.

The planning study will include the following phases:

- Site Data Collection
  - Existing condition evaluation including wetland delineation
  - Land and Intertidal Area Surveys
  - Geotechnical Analysis / Soil Borings
- Concept Design
  - Shoreline stabilization

- Fishing platform
  - Small Craft Launch Area
- State, Federal and Local Permit Applications
- Preparation of Construction Documents (Final Drawings and Technical Specifications)



**Town of Clinton**  
**Finance Director – Monthly Report - Narrative**  
**06/19/2024**

**Revenue Analysis** (p. 1)

- Actual general fund revenues are forecasted to be \$2,124,000 over estimates at fiscal year end. Which will result in an actual use of fund balance = \$1,189,380 (budgeted use of fund balance = \$3,314,000).
- The major revenue drivers are:
  - Supplemental motor vehicle taxes +161,000; prior year taxes +135,000.
  - Education cost sharing grant (ECS) + 239,000; municipal sharing state grant +333,000.
  - Investment income +902,000

**Expenditure Analysis** (p. 2)

- The general fund expenditure budget is expected to be under budget by 750,000.
- There are several salary line items that will be over budget at fiscal year end due to vacation/sick leave payouts (upon separation) & union contract settlements not budgeted for (due to timing). These budget shortfalls will be covered by various salary line items that will be under budget due to open positions & contingency. The preliminary year end budget transfer request will take care of these shortfalls.
  - Departments with salary line items projected to be over budget
    - Town Manager; Finance; Assessor; Town Clerk; P& Z; Inland Wetlands; WASM Maint; Police; Building; Communications; PW; and P&R.
  - Departments with salary line items projected to be under budget
    - Technology; Human Services

**Investments** (p. 10)

- BOA investment balance will be reviewed to optimize investment earnings. A transfer of funds from BOA to the State STIF account is expected.

**American Rescue Plan Funds** (p. 11)

- At the start of the new fiscal year (7/1/2024) The ARP balances will be reviewed. Any balance that is determined cannot be obligated by 12/31/2024 will be sent back to the Town Council and repurposed.

**General Fund, Fund Balance** (p. 21)

- It is estimated that the unassigned (general fund) balance will decrease by \$1,162,411 going into the new fiscal year. The decrease is due to 2023-24 estimated expenditures over estimated revenues of (\$439,177) plus the change in budgeted use of fund balance from 2023-24 to 2024-25 of (\$723,234).

**Contingency Account** (p. 22)

- Balance in the contingency account = \$255,369 (page 4). \$150,000 of the balance will be requested to transfer to salary accounts over budget as mentioned above. Plus \$28,504 is requested for thermal camera's bringing the contingency balance (if approved) to \$76,865.

**Reclassify Various Accounts/Departments** (p. 13 – 16)

- General & other general government department account clean-up.
- Debt principal & interest; capital improvement & education account clean-up.

**TOWN OF CLINTON**  
**GENERAL FUND REVENUE ANALYSIS WITH FISCAL YEAR END ESTIMATE**  
**5/31/2024**

<u>TITLE</u>	<u>BUDGET</u>	<u>YTD REVENUE up to 5/31/2024</u>	<u>BALANCE</u>	<u>ESTIMATED BALANCE AT FISCAL YEAR END</u>
<b>PROPERTY TAXES</b>				
CURRENT TAX LEVY	51,077,641	50,611,590	466,051	436,051 *
PRIOR YEARS LEVY	175,000	305,363	(130,363)	(135,363)
SUPP MOTOR VEHICLE	300,000	455,274	(155,274)	(161,274)
REVENUE EXEMPTIONS	(426,056)	-	(426,056)	(426,056) *
TAX INTEREST/LIENS/FEES	140,000	198,201	(58,201)	(68,201)
TELEPHONE ACCESS LINES	20,000	35,398	(15,398)	(15,398)
<b>INTERGOVERNMENTAL REVENUES</b>				
ECS	4,974,130	5,213,108	(238,978)	(238,978)
TOTALLY DISABLED PERSONS	1,100	1,315	(215)	(215)
ELDERLY TAX EXEMPTIONS	2,000	2,000	-	-
STATE OF CT MISC	-	38,405	(38,405)	(38,405)
SPECIAL ED REIMBURSEMENT	268,377	295,963	(27,586)	(27,586)
TOWN ROAD AID	268,577	270,416	(1,839)	(1,839)
LOCAL CAPITAL IMPROVEMEN	84,031	-	84,031	(43,719)
PROPERTY TAX RELIEF VETS	19,807	16,594	3,213	3,213
MUNI STABILIZATION GRANT	288,473	288,473	-	-
PILOT STATE OWNED PROP	37,071	39,851	(2,780)	(2,780)
GRANTS FOR MUNI PROJECTS	191,674	-	191,674	-
MUNICIPAL SHARING GRANT	-	333,340	(333,340)	(333,340)
<b>CHARGES FOR SERVICES</b>				
TRANSFER STATION FEES	65,000	46,471	18,529	8,529
LAUNCH PASSES	24,000	14,086	9,915	2,915
BOAT MOORINGS	103,000	114,429	(11,429)	(13,429)
TOWN PROPERTY RENTALS	10,000	8,675	1,325	(10,675)
WSAM RENTALS	5,000	19,789	(14,789)	(15,989)
TOWN CLERK MISC FEES	120,000	83,966	36,034	26,034
REAL ESTATE CONVEY TAX	225,000	244,226	(19,226)	(39,226)
VITALS	7,500	35,454	(27,954)	(29,954)
PLANNING / ZONING FEES	12,000	10,352	1,648	-
ZONING BD OF APPEALS FEE	5,000	3,027	1,973	1,973
INLAND WETLANDS	2,000	8,121	(6,121)	(6,121)
CONTRACT POLICE SERVICES	35,000	13,986	21,014	20,014
POLICE FINES	4,630	12,222	(7,592)	(9,092)
BUILDING FEES	200,000	244,545	(44,545)	(49,545)
FIRE MARSHAL FEES	1,000	972	28	-
BEACH PASSES	22,000	14,184	7,816	-
<b>MISC. REVENUE</b>				
SALE OF FIXED ASSETS	-	4,700	(4,700)	(4,700)
SCRAP METAL RETURNS	10,000	13,473	(3,473)	(4,073)
WORKER'S COMP REFUNDS	-	42,833	(42,833)	(42,833)
RECEIPTS/REVENUES	22,000	32,978	(10,978)	(10,978)
WSAM TRUST FUND	40,000	25,467	14,533	8,533
<b>INTEREST ON INVESTMENTS</b>				
INVESTMENT INCOME	500,000	1,202,112	(702,112)	(902,112)
<b>OTHER FINANCING SOURCES</b>				
<b>USE OF FUND BALANCE</b>	<b>3,314,000</b>	-	3,314,000	3,314,000
<b>TOTAL GENERAL FUND REVENUES</b>	<b>62,148,955</b>	<b>60,301,358</b>	<b>1,847,596</b>	<b>1,189,380</b>

Note: negative balance = excess revenues over estimated amount.

**TOWN OF CLINTON**

**GENERAL FUND EXPENDITURE ANALYSIS WITH FISCAL YEAR END ESTIMATE**

**5/31/2024**

<u>DEPT</u>	<u>ACCT</u>	<u>----- TITLE -----</u>	<u>BUDGET</u>	<u>OPEN PO</u>	<u>YTD EXPEND</u>	<u>BALANCE</u>	<u>ESTIMATED BALANCE AT YEAR END</u>	<u>ESTIMATED REQUIRED TRANSFER</u>
<b>TOWN MANAGER</b>								
4111	51310	SALARIES-FULL TIME	234,335	-	253,632	(19,297)	(30,285)	31,000
4111	51311	ELECTED OFFICIALS S	12,000	-	11,000	1,000	-	
4111	51320	SALARIES - PART TIM	16,677	-	11,789	4,888	3,088	
4111	52901	AUTOMOBILE ALLOWANC	4,800	-	4,800	-	-	
4111	53300	OTHER PROF/TECH SER	24,500	-	17,727	6,773	2,773	
4111	54300	REPAIRS & MAINTENAN	1,686	-	949	737	237	
4111	56100	GENERAL SUPPLIES	1,143	-	1,150	(8)	(8)	8
4111	58110	MISC EXPENDITURES	1,377	-	464	913	250	
<b>FINANCE</b>								
4119	51310	SALARIES-FULL TIME	274,763	-	288,909	(14,146)	(38,556)	40,000
4119	51311	ELECTED OFFICIALS S	1,000	-	917	83	-	
4119	52900	TRAVEL EXPENSE	350	-	257	93	-	
4119	53300	OTHER PROF/TECH SER	6,000	1,000	2,710	2,290	1,000	
4119	54304	IT/TECHNOLOGY MAINT	30,020	-	23,760	6,260	-	
4119	55301	POSTAGE	3,000	-	1,959	1,041	-	
4119	56100	GENERAL SUPPLIES	4,900	-	2,371	2,529	-	
4119	58100	DUES & FEES	120	-	-	120	-	
<b>ASSESSOR</b>								
4131	51310	SALARIES-FULL TIME	186,327	-	176,969	9,358	(5,510)	6,000
4131	52900	TRAVEL EXPENSE	500	-	-	500	-	
4131	53220	IN SERVICE	1,080	-	-	1,080	-	
4131	53300	OTHER PROF/TECH SER	4,500	-	2,203	2,298	-	
4131	53400	OTHER PROF SERVICES	10,000	-	10,000	-	-	
4131	53500	TECHNICAL SERVICES	12,759	-	12,723	36	-	
4131	54304	IT/TECHNOLOGY MAINT	13,817	-	13,817	-	-	
4131	55301	POSTAGE	2,200	-	2,031	169	-	
4131	56100	GENERAL SUPPLIES	1,030	161	93	776	-	
4131	56430	PERIODICALS	2,240	-	2,224	16	-	
4131	58100	DUES & FEES	1,000	-	615	385	-	
<b>TAX COLLECTOR</b>								
4135	51310	SALARIES-FULL TIME	123,818	-	114,914	8,904	(670)	1,000
4135	51320	SALARIES - PART TIM	14,535	-	11,866	2,669	-	
4135	52900	TRAVEL EXPENSE	500	-	321	179	-	
4135	53300	OTHER PROF/TECH SER	3,336	-	3,335	1	-	
4135	53500	TECHNICAL SERVICES	5,926	-	5,926	0	-	
4135	55301	POSTAGE	17,000	-	19,755	(2,755)	(3,000)	3,000
4135	56100	GENERAL SUPPLIES	3,800	381	1,519	1,900	-	
4135	56290	OTHER	4,547	-	4,406	141	-	
4135	58099	DMV FEES	250	-	250	-	-	
4135	58100	DUES & FEES	1,355	381	521	453	-	
4135	58900	OTHER ITEMS	2,400	-	1,236	1,164	-	



DEPT	ACCT	----- TITLE -----	BUDGET	OPEN PO	YTD EXPEND	BALANCE	ESTIMATED	ESTIMATED
							BALANCE AT YEAR END	REQUIRED TRANSFER
<b>TECHNOLOGY</b>								
4143	51310	SALARIES-FULL TIME	121,364	-	74,356	47,008	40,452	
4143	52900	TRAVEL EXPENSE	-	-	1,320	(1,320)	(1,320)	1,320
4143	53200	PROFESSIONAL SERVIC	92,904	5,967	84,156	2,781	-	
4143	53225	TRAINING	4,541	-	4,541	-	-	
4143	54300	REPAIRS & MAINTENAN	4,000	78	2,827	1,095	-	
4143	54304	IT/TECHNOLOGY MAINT	106,557	8,922	89,861	7,774	-	
4143	55300	COMMUNICATIONS	126,869	5,330	119,664	1,874	-	
4143	57400	INFRAS	25,776	1,423	20,448	3,906	-	
<b>TOWN CLERK</b>								
4147	51310	SALARIES-FULL TIME	119,690	-	115,251	4,439	(5,001)	5,500
4147	52900	TRAVEL EXPENSE	200	-	-	200	-	
4147	53300	OTHER PROF/TECH SER	23,500	3,257	18,598	1,645	-	
4147	56100	GENERAL SUPPLIES	4,500	-	2,109	2,391	1,000	
4147	57350	TECHNOLOGY SOFTWARE	1,000	-	-	1,000	-	
4147	58110	MISC EXPENDITURES	200	-	-	200	-	
4147	58111	ELECTION COSTS	7,500	-	5,853	1,647	1,500	
4147	58800	PROGRAM COST	400	118	57	225	-	
4147	58900	OTHER ITEMS	3,000	-	2,904	96	-	
<b>PLANNING &amp; ZONING COMM</b>								
4153	51310	SALARIES-FULL TIME	164,486	-	154,463	10,023	(347)	500
4153	52900	TRAVEL EXPENSE	200	-	153	47	-	
4153	53225	TRAINING	1,000	-	585	415	-	
4153	53300	OTHER PROF/TECH SER	27,500	17,427	10,073	-	-	
4153	53400	OTHER PROF SERVICES	1,057	-	150	907	-	
4153	55301	POSTAGE	800	-	602	198	-	
4153	56100	GENERAL SUPPLIES	800	50	282	468	-	
4153	58900	OTHER ITEMS	2,173	-	-	2,173	1,000	
<b>ZONING BOARD OF APPEALS</b>								
4155	53225	TRAINING	400	-	45	355	-	
4155	53300	OTHER PROF/TECH SER	500	-	-	500	-	
4155	54300	REPAIRS & MAINTENAN	100	-	-	100	-	
4155	55301	POSTAGE	750	-	82	668	-	
4155	56100	GENERAL SUPPLIES	300	-	-	300	-	
<b>PROBATE COURT</b>								
4161	53300	OTHER PROF/TECH SER	4,140	-	4,140	1	-	
<b>INLANDS/WETLANDS COMM</b>								
4163	51310	SALARIES-FULL TIME	82,936	-	78,846	4,090	(2,460)	3,000
4163	52900	TRAVEL EXPENSE	100	-	-	100	-	
4163	53225	TRAINING	500	-	180	320	-	
4163	53300	OTHER PROF/TECH SER	500	-	-	500	-	
4163	55301	POSTAGE	400	-	162	238	-	
4163	56100	GENERAL SUPPLIES	250	-	-	250	-	
4163	58900	OTHER ITEMS	150	-	-	150	-	
<b>HARBOR COMMISSION</b>								
4165	51310	SALARIES-FULL TIME	24,000	-	21,984	2,016	-	
4165	51320	SALARIES - PART TIM	32,592	-	26,300	6,292	-	

DEPT	ACCT	----- TITLE -----	BUDGET	OPEN PO	YTD EXPEND	BALANCE	ESTIMATED	ESTIMATED
							BALANCE AT YEAR END	REQUIRED TRANSFER
<b>SHELLFISH COMMISSION</b>								
4167	52900	TRAVEL EXPENSE	2,500	-	561	1,939	1,500	
4167	54315	GENERAL MAINTENANCE	700	-	189	511	-	
4167	56100	GENERAL SUPPLIES	200	-	177	23	-	
4167	56900	OTHER SUPPLIES	1,550	-	344	1,206	-	
4167	58110	MISC EXPENDITURES	2,200	-	-	2,200	-	
4167	58900	OTHER ITEMS	13,000	-	3,500	9,500	-	
<b>WATER POLLUTION CONTROL</b>								
4191	51310	SALARIES-FULL TIME	18,100	-	10,822	7,278	5,842	
4191	52900	TRAVEL EXPENSE	50	-	-	50	-	
4191	53200	PROFESSIONAL SERVIC	9,000	-	7,369	1,631	1,500	
4191	54901	SURFACE WATER TESTI	5,985	-	5,409	576	-	
4191	54902	WELL MONITORING	2,800	-	2,680	120	-	
4191	54910	STATE WATER TESTING	14,756	-	12,271	2,485	2,485	
4191	56100	GENERAL SUPPLIES	1,402	-	1,991	(589)	(589)	600
4191	58100	DUES & FEES	520	-	-	520	-	
4191	58900	OTHER ITEMS	6,598	-	38	6,560	-	
<b>WASM MAINTENANCE</b>								
4193	51310	SALARIES-FULL TIME	158,355	-	153,964	4,391	(8,637)	9,000
4193	51320	SALARIES - PART TIM	36,673	-	18,989	17,684	15,684	
4193	51330	OVERTIME	6,000	-	24,017	(18,017)	(24,367)	25,000
<b>ELECTIONS &amp; MEETINGS</b>								
4195	51320	SALARIES - PART TIM	22,000	-	20,167	1,833	-	
4195	51620	PART TIME WAGES	12,495	-	12,443	52	-	
4195	54300	REPAIRS & MAINTENAN	3,120	-	2,345	775	-	
4195	56100	GENERAL SUPPLIES	900	-	680	220	-	
4195	56900	OTHER SUPPLIES	1,298	-	987	311	-	
4195	58100	DUES & FEES	1,402	-	1,402	0	-	
4195	58110	MISC EXPENDITURES	1,900	-	387	1,513	500	
<b>OTHER GENERAL GOVERN</b>								
4197	55507	BEAUTIFICATION COMM	1,754	-	1,673	81	-	
4197	58084	MIDDLESEX PARAMEDIC	13,400	-	13,260	140	140	
4197	58086	CONTINGENCY	255,369	-	-	255,369	205,369	(150,000)
4197	58087	CONSERVATION COMMIS	1,150	-	115	1,035	1,000	
4197	58088	HAZARDOUS WASTE SIT	20,000	-	8,645	11,355	5,000	
4197	58096	CONFERENCE OF MUNIC	8,741	-	8,741	-	-	
4197	58097	ESTUARY TRANSIT	47,625	-	47,625	-	-	
4197	58098	ESTUARY COUNCIL-SEN	23,467	-	23,467	-	-	
4197	58101	CRERPA	14,835	-	14,835	-	-	
4197	58102	COST	1,175	-	1,175	-	-	
4197	58200	JUDGEMENTS	3,400	-	3,484	(84)	(84)	84
4197	58802	TREE COMMITTEE	400	-	-	400	400	
4197	58807	TREE WARDEN	5,000	-	4,583	417	-	
4197	58809	HISTORIC DISTR COMM	200	-	50	150	-	
4197	58810	HUMAN RIGHTS COMMIT	300	-	-	300	-	

DEPT	ACCT	----- TITLE -----	BUDGET	OPEN PO	YTD EXPEND	BALANCE	ESTIMATED	ESTIMATED
							BALANCE AT	REQUIRED
							YEAR END	TRANSFER
<b>GENERAL GOV'T ADMIN</b>								
4199	51320	SALARIES - PART TIM	7,000	-	4,975	2,025	500	
4199	51800	POLICE CONTRACTUAL	-	-	7,292	(7,292)	-	
4199	52600	UNEMPLOYMENT COMPEN	5,000	-	-	5,000	5,000	
4199	53020	TOWN COUNSEL	95,000	-	112,653	(17,653)	(32,653)	33,000
4199	53310	AUDIT/ACCOUNTING SE	55,800	-	56,300	(500)	(500)	500
4199	54903	LAND RECORDS INDEX	1,600	869	731	-	-	
4199	55200	INSUR OTHER THAN EE	564,325	-	565,566	(1,241)	(1,241)	1,300
4199	55400	ADVERTISING	20,000	-	14,453	5,547	-	
4199	55506	ANNUAL TOWN REPORT	3,500	-	1,542	1,958	1,958	
4199	56220	ELECTRICITY	290,000	35,936	188,935	65,129	45,129	(30,000)
4199	56221	HEAT/WATER	195,000	40,579	86,090	68,331	48,331	(30,000)
4199	58105	BANK FEES	2,500	-	154	2,346	1,000	
4199	58110	MISC EXPENDITURES	21,453	-	18,674	2,779	-	
4199	58803	BOARD OF ASSESSMENT	300	-	27	273	273	
4199	58804	SPECIAL EVENTS	8,000	-	5,754	2,246	1,000	
4199	58912	HOLIDAY ACTIVITIES	500	-	127	374	-	
4199	58964	PIERSON COSTS	29,000	-	26,365	2,635	-	
<b>POLICE</b>								
4201	51310	SALARIES-FULL TIME	2,405,830	-	2,285,807	120,023	(69,339)	70,000
4201	51320	SALARIES - PART TIM	18,513	-	14,529	3,984	2,284	
4201	51330	OVERTIME	216,525	-	261,227	(44,702)	(64,702)	65,000
4201	51333	LONGEVITY	46,202	-	51,722	(5,520)	(5,520)	6,000
4201	51335	HOLIDAY PAY	127,655	-	64,566	63,089	5,000	
4201	51340	OTHER EMPLOYEE BENE	14,057	-	14,537	(480)	(480)	500
4201	52910	CLOTHING ALLOWANCE	30,050	298	14,664	15,088	-	
4201	53225	TRAINING	30,000	-	27,504	2,496	-	
4201	53302	RECRUITMENT COSTS	8,000	-	6,790	1,210	-	
4201	54301	SERVICE CONTRACTS	50,033	350	41,945	7,738	-	
4201	54311	VEHICLE MAINTENANCE	24,000	-	26,319	(2,319)	(2,319)	2,500
4201	54317	RADIOS/RADAR/SIREN	2,500	-	1,818	682	-	
4201	56100	GENERAL SUPPLIES	13,250	632	8,077	4,540	-	
4201	56210	DIESEL - GASOLINE F	6,500	-	1,193	5,307	-	
4201	56900	OTHER SUPPLIES	5,000	-	1,929	3,071	-	
4201	56903	UNIFORMS	7,000	-	7,000	-	-	
4201	57390	OTHER EQUIPMENT	4,400	-	4,400	-	-	
4201	58115	COMMISSION EXPENSES	1,500	-	1,012	488	-	
4201	58120	CANINE PROGRAM	3,500	-	1,669	1,831	-	
4201	58900	OTHER ITEMS	25,000	-	10,500	14,500	4,000	
4201	58913	PRISONER COSTS	1,200	-	657	543	-	
4201	58914	MARINE SUPPORT	5,000	-	801	4,199	-	
<b>FIRE DEPARTMENT</b>								
4203	51310	SALARIES-FULL TIME	35,150	-	27,625	7,525	1,999	
4203	54100	UTILITY SERVICES	28,900	-	23,429	5,471	-	
4203	54300	REPAIRS & MAINTENAN	194,075	-	172,165	21,910	-	
4203	56100	GENERAL SUPPLIES	4,000	-	3,443	557	-	
4203	56290	OTHER	111,950	-	109,604	2,346	-	





DEPT	ACCT	----- TITLE -----	BUDGET	OPEN PO	YTD EXPEND	BALANCE	ESTIMATED BALANCE AT YEAR END	ESTIMATED REQUIRED TRANSFER
<b>PARKS &amp; RECREATION</b>								
4505	51310	SALARIES-FULL TIME	129,280	-	123,527	5,753	(4,547)	5,000
4505	51320	SALARIES - PART TIM	100,827	-	52,950	47,877	27,877	
4505	51330	OVERTIME	3,000	-	2,040	960	-	
4505	52900	TRAVEL EXPENSE	3,200	-	735	2,465	1,000	
4505	54300	REPAIRS & MAINTENAN	40,000	2,162	29,692	8,146	1,000	
4505	54315	GENERAL MAINTENANCE	4,000	3,742	255	3	-	
4505	56100	GENERAL SUPPLIES	3,500	-	2,767	733	-	
4505	56900	OTHER SUPPLIES	2,350	1,375	975	-	-	
4505	57300	EQUIPMENT	1,000	-	363	637	-	
4505	58100	DUES & FEES	1,000	-	935	65	-	
4505	58806	CLINTON FAMILY DAY	3,500	-	2,075	1,425	-	
<b>ECON DEVELOPMENT</b>								
4603	51320	SALARIES - PART TIM	12,480	-	-	12,480	12,480	
4603	56100	GENERAL SUPPLIES	2,000	-	1,015	985	-	
<b>EDUCATION</b>								
4701	59020	CAPITAL IMPROVEMENT	570,566	-	570,566	-	-	
4701	59900	FUND TRANSFERS OUT	35,296,476	-	26,824,069	8,472,407	-	
<b>BOE DEBT PRIN</b>								
4801	58352	2016 REFUNDING PRIN	45,000	-	45,000	-	-	
4801	58359	2017 NEW MONEY PRIN	800,000	-	800,000	-	-	
4801	58360	2019 REFUNDING PRIN	475,000	-	475,000	-	-	
4801	58369	2020 BOND PRIN-BOE	100,000	-	100,000	-	-	
4801	58372	2020 C REFUNDING PR	39,000	-	39,000	-	-	
4801	58376	2022 REFUNDING PRIN	614,000	-	614,000	-	-	
<b>TOWN DEBT PRIN</b>								
4802	58319	FIRE BOAT LEASE-TOW	-	-	47,440	(47,440)	(47,440)	47,440
4802	58345	HEAVY EQUIPMENT LEA	62,552	-	62,552	0	-	
4802	58350	PD VEHICLE LEASES	64,041	-	64,042	(1)	-	1
4802	58356	2016 REFUNDING PRIN	235,000	-	235,000	-	-	
4802	58362	2019 REFI PRIN GOB-	660,000	-	660,000	-	-	
4802	58367	2018 NEW MONEY PRIN	120,000	-	120,000	-	-	
4802	58368	2020 BOND PRIN-TOWN	125,000	-	125,000	-	-	
4802	58371	2020 C REFUNDNG PRI	186,000	-	186,000	-	-	
4802	58377	2022 REFUNDING PRIN	101,000	-	101,000	-	-	
<b>BOE DEBT INTEREST</b>								
4803	58344	2016 REFUNDING - BO	10,020	-	10,020	-	-	
4803	58348	2017 NEW MONEY BOE	48,000	-	48,000	-	-	
4803	58357	2019 REFI BOE INTE	166,475	-	166,475	-	-	
4803	58364	2020 BOND INT-BOE	63,198	-	63,198	-	-	
4803	58373	2020 B REFUNDING IN	101,450	-	101,450	-	-	
4803	58375	2020 C REFUNDING IN	315,743	-	315,743	-	-	
4803	58378	2022 NEW MONEY INT-	33,550	-	33,550	-	-	
4803	58379	2022 REFUNDING INT-	94,400	-	94,400	-	-	

DEPT	ACCT	----- TITLE -----	BUDGET	OPEN PO	YTD EXPEND	BALANCE	ESTIMATED	ESTIMATED
							BALANCE AT YEAR END	REQUIRED TRANSFER
<b>TOWN DEBT INTEREST</b>								
4804	58330	2016 REFUNDING INT	51,768	-	51,768	-	-	
4804	58354	2018 NEW MONEY TOWN	34,331	-	34,331	-	-	
4804	58363	2019 REFI GOB-TOWN	190,250	-	190,250	-	-	
4804	58365	2020 \$3.15M BAN INT	79,778	-	79,778	-	-	
4804	58366	2020 BOND INT-TOWN	81,765	-	81,765	-	-	
4804	58374	2020 C REFUNDING IN	47,284	-	47,284	-	-	
4804	58380	2022 NEW MONEY INT-	60,350	-	60,350	-	-	
4804	58381	2022 REFUNDING INT-	15,500	-	15,500	-	-	
<b>CAPITAL IMPROVEMENT- TOWN</b>								
4901	59020	CAPITAL IMPROVEMENT	3,059,707	-	3,059,707	-	-	
4901	59900	FUND TRANSFERS OUT	10,500	-	10,500	-	-	
<b>FRINGE BENEFITS</b>								
5100	51340	OTHER EMPLOYEE BENE	602	-	-	602	602	
5100	52200	EMPLOYER SOC SEC CO	594,000	-	490,378	103,622	61,622	
5100	52210	EMPLOYER OPEB CONTR	10,000	-	5,400	4,600	-	
5100	52300	STATE RETIRE CONTRI	796,000	-	552,817	243,183	198,459	(31,053)
5100	52325	PENSION POL BENEFIT	1,520,000	-	1,511,750	8,250	8,250	
5100	52700	WORKERS' COMPENSATI	336,000	-	311,262	24,738	24,738	
5100	52810	HEALTH INSURANCE	2,022,000	8,358	1,674,046	339,596	199,340	(120,000)
5100	52830	PENSION PLAN - FIRE	127,000	499	122,536	3,965	-	
		<b>TOTALS</b>	<b>62,148,955</b>	<b>364,002</b>	<b>51,201,707</b>	<b>10,583,245</b>	<b>750,203</b>	<b>-</b>

**FY24 Investment Balances**

Date	BOA Investment	STIF	Liberty MM	Citizens Unilever SEP	Total General Fund Investments
07/31/23	33,825,554	3,377,205	1,681,076	75,827	38,959,661
08/31/23	35,548,116	3,392,519	1,687,027	75,827	40,703,490
09/30/23	31,758,047	3,407,526	1,693,278	75,828	36,934,679
10/31/23	28,658,346	3,423,178	1,699,343	75,828	33,856,695
11/30/23	26,248,842	3,438,501	1,706,060	75,829	31,469,232
12/31/23	23,480,087	3,454,376	1,712,592	75,830	28,722,885
01/31/24	25,163,754	3,470,291	1,719,150	75,830	30,429,025
02/28/24	33,974,525	3,485,224	1,725,307	75,831	39,260,887
03/31/24	31,482,970	3,501,238	1,731,913	75,832	36,791,953
04/30/24	28,378,758	3,516,805	1,737,902	75,832	33,709,297
05/31/24	27,074,930	3,532,936	1,744,986	75,833	32,428,686
06/30/24					

**FY24 Interest Income**

Date	BOA Investment	STIF	Liberty MM	Citizens Unilever SEP	Total General Fund Interest Income
07/31/23	83,543	14,793	4,140	0.64	102,477
08/31/23	122,561	15,315	5,952	0.64	143,828
09/30/23	109,931	15,007	6,251	0.62	131,190
10/31/23	100,299	15,652	6,065	0.64	122,016
11/30/23	90,496	15,323	6,717	0.62	112,536
12/31/23	81,244	15,876	6,532	0.64	103,653
01/31/24	83,678	15,914	6,558	0.64	106,150
02/28/24	110,761	14,933	6,157	0.60	131,852
03/31/24	108,444	16,015	6,606	0.64	131,066
04/30/24	95,789	15,566	5,989	0.62	117,344
05/31/24	96,172	16,132	7,085	0.64	119,389
06/30/24					-
Total	1,082,919	170,525	68,050	6.94	1,321,502

**Annual Yield Rate:**

Jul '23	3.87%	5.36%	3.05%	0.01%
Aug '23	3.95%	5.36%	4.11%	0.01%
Sept-Dec '23	3.97%	5.44%	4.50%	0.01%
Jan-May '24	3.97%	5.43%	4.50%	0.01%

\* Yield based on  
int. rates





**Town of Clinton**  
**Fund Balance Analysis - General Fund**  
**5/31/2024**

Fund balance as a  
% of total budget

**Fund Balance on 06/30/2023 \*\*\***

Nonspendable	125,321	
Committed	800,675	
Assigned (budgeted use of fund balance 2023-24)	3,314,000	
Unassigned	a. <u>17,045,719</u>	27.4%
Total fund balance	21,285,715	

**Fiscal Year 2023-24:**

Estimated Actual Revenues (per revenue analysis)	60,959,575	
Estimated Actual Expenditures	<u>(61,398,752)</u>	
Estimated Expenditures over Revenues	(439,177)	Actual projected use of fund balance

**Estimated Fund Balance on 06/30/2024**

Nonspendable	125,000	
Committed	799,000	
Assigned (budgeted use of fund balance 2024-25)	4,039,230 #	
Unassigned	a. <u>15,883,308</u>	24.7%
Total fund balance	20,846,538	

**Note:** 15% of total budget (per Town fund balance policy) 9,663,606 2024-25

\*\*\* Per (audited) Annual Comprehensive Financial Report.

# 95% of budgeted use of fund balance is offset by capital items on the budget expenditure side.

a. Projected decrease in unassigned fund balance = \$1,162,411. This is due to 2023-24 estimated expenditures over estimated revenues of (\$439,177) plus the change in budgeted use of fund balance from 2023-24 to 2024-25 of (\$725,230) plus the change in nonspendable & committed fund balance of \$1,996.

**TOWN OF CLINTON**  
**GENERAL FUND - TO RECLASSIFY THE GENERAL & OTHER GENERAL GOVT DEPARTMENTS**  
**5/8/2024**

<b>EXISTING</b>			
<u>DEPT</u>	<u>ACCT</u>	<u>ACCOUNT TITLE</u>	<u>AMENDED BUDGET</u>
<b>OTHER GENERAL GOVERN</b>			
4197	55507	BEAUTIFICATION COMMITTEE	1,754
4197	58084	MIDDLESEX PARAMEDIC	13,400
4197	58086	CONTINGENCY	255,369
4197	58087	CONSERVATION COMMISSION	1,150
4197	58088	HAZARDOUS WASTE SITE	20,000
4197	58096	CONFERENCE OF MUNICIPAL	8,741
4197	58097	ESTUARY TRANSIT	47,625
4197	58098	ESTUARY COUNCIL-SENIORS	23,467
4197	58101	CRERPA	14,835
4197	58102	COST	1,175
4197	58200	JUDGEMENTS	3,400
4197	58802	TREE COMMITTEE	400
4197	58807	TREE WARDEN	5,000
4197	58809	HISTORIC DISTR COMM	200
4197	58810	HUMAN RIGHTS COMMITTEE	300
<b>GENERAL GOV'T ADMIN</b>			
4199	51320	SALARIES - PART TIME	7,000
4199	52600	UNEMPLOYMENT COMPENSATION	5,000
4199	53020	TOWN COUNSEL	95,000
4199	53310	AUDIT/ACCOUNTING SERVICES	55,800
4199	54903	LAND RECORDS INDEX AUDIT	1,600
4199	55200	INSUR OTHER THAN EE BENEF	564,325
4199	55400	ADVERTISING	20,000
4199	55506	ANNUAL TOWN REPORT	3,500
4199	56220	ELECTRICITY	290,000
4199	56221	HEAT/WATER	195,000
4199	58105	BANK FEES	2,500
4199	58110	MISC EXPENDITURES	21,453
4199	58803	BOARD OF ASSESSMENT APPEA	300
4199	58804	SPECIAL EVENTS	8,000
4199	58912	HOLIDAY ACTIVITIES	500
4199	58964	PIERSON COSTS	29,000
			<b>1,695,794</b>

**TOWN OF CLINTON**  
**GENERAL FUND - TO RECLASSIFY THE GENERAL & OTHER GENERAL GOVT DEPARTMENTS**  
**5/8/2024**

<b>PROPOSED</b>			
<u>DEPT</u>	<u>ACCT</u>	<u>ACCOUNT TITLE</u>	<u>AMENDED BUDGET</u>
<b>TOWN MANAGER</b>			
4111	53020	TOWN COUNSEL	95,000
4111	55506	ANNUAL TOWN REPORT	3,500
<b>INSURANCE</b>			<b>NEW DEPT</b>
4170	55200	INSUR OTHER THAN EE BENEF	564,325
4170	58200	JUDGEMENTS	3,400
<b>COMMISSIONS &amp; COMMITTEES</b>			<b>NEW DEPT</b>
4172	55507	BEAUTIFICATION COMMITTEE	1,754
4172	58087	CONSERVATION COMMISSION	1,150
4172	58802	TREE COMMITTEE	400
4172	58809	HISTORIC DISTR COMM	200
4172	58810	HUMAN RIGHTS COMMITTEE	300
4172	58803	BOARD OF ASSESSMENT APPEA	300
<b>PUBLIC WORKS</b>			
4301	58088	HAZARDOUS WASTE SITE	20,000
4301	58807	TREE WARDEN	5,000
4301	56220	ELECTRICITY	290,000
4301	56221	HEAT/WATER	195,000
4301	58964	PIERSON COSTS	29,000
<b>FINANCE</b>			
4119	53310	AUDIT/ACCOUNTING SERVICES	55,800
4119	58105	BANK FEES	2,500
<b>TOWN CLERK</b>			
4147	54903	LAND RECORDS INDEX AUDIT	1,600
<b>FIRE DEPARTMENT</b>			
4203	58084	MIDDLESEX PARAMEDIC	13,400
<b>TRANSIT DISTRICT</b>			<b>NEW DEPT</b>
4174	58097	ESTUARY TRANSIT	47,625
<b>SENIOR SERVICES</b>			
4427	58098	ESTUARY COUNCIL-SENIORS	23,467
<b>PROFESSIONAL ORGANIZATIONS</b>			<b>NEW DEPT</b>
4176	58096	CONFERENCE OF MUNICIPAL	8,741
4176	58101	CRERPA	14,835
4176	58102	COST	1,175
<b>GENERAL GOV'T ADMIN</b>			
4199	51320	SALARIES - PART TIME (clerking)	7,000
4199	52600	UNEMPLOYMENT COMPENSATION	5,000
4199	55400	ADVERTISING	20,000
4199	58110	MISC EXPENDITURES	21,453
4199	58804	SPECIAL EVENTS	8,000
4199	58912	HOLIDAY ACTIVITIES	500
<b>CONTINGENCY</b>			<b>NEW DEPT</b>
5000	58086	CONTINGENCY	255,369

**1,695,794**

**TOWN OF CLINTON**  
**GENERAL FUND - TO RECLASSIFY THE EDUCATION, DEBT SERVICE (BOE PRIN/TOWN PRIN/BOE INT/TOWN INT)**  
**& CAPITAL IMPROVEMENTS DEPARTMENTS**  
**5/8/2024**

<b>EXISTING</b>			
<u>DEPT</u>	<u>ACCT</u>	<u>ACCOUNT TITLE</u>	<u>AMENDED BUDGET</u>
<b>EDUCATION</b>			
4701	59020	CAPITAL IMPROVEMENTS	570,566
4701	59900	FUND TRANSFERS OUT	35,296,476
<b>BOE DEBT PRIN</b>			
4801	58340	2013 REFUNDING PRIN - BOE	-
4801	58352	2016 REFUNDING PRIN-BOE	45,000
4801	58358	2012 REFUNDING PRIN-BOE	-
4801	58359	2017 NEW MONEY PRIN-BOE	800,000
4801	58360	2019 REFUNDING PRIN-BOE	475,000
4801	58369	2020 BOND PRIN-BOE	100,000
4801	58370	2020 B REFUNDING PRIN-BOE	-
4801	58372	2020 C REFUNDING PRIN-BOE	39,000
4801	58376	2022 REFUNDING PRIN-BOE	614,000
4801	58382	2022 NEW MONEY PRIN-BOE	-
<b>TOWN DEBT PRIN</b>			
4802	58319	FIRE BOAT LEASE-TOWN	-
4802	58328	2013 REFUNDING PRIN	-
4802	58345	HEAVY EQUIPMENT LEASE	62,552
4802	58350	PD VEHICLE LEASES	64,041
4802	58355	2016 NEW MONEY PRIN-TOWN	-
4802	58356	2016 REFUNDING PRIN-TOWN	235,000
4802	58361	2012 REFUNDING GOB TOWN	-
4802	58362	2019 REFI PRIN GOB-TOWN	660,000
4802	58367	2018 NEW MONEY PRIN-TOWN	120,000
4802	58368	2020 BOND PRIN-TOWN	125,000
4802	58371	2020 C REFUNDNG PRIN-TOWN	186,000
4802	58377	2022 REFUNDING PRIN-TOWN	101,000
4802	58383	2022 NEW MONEY PRIN-TOWN	-
<b>BOE DEBT INTEREST</b>			
4803	58341	2013 REFUND INT - BOE	-
4803	58343	2016 NEW MONEY INT - BOE	-
4803	58344	2016 REFUNDING - BOE	10,020
4803	58348	2017 NEW MONEY BOE - INT	48,000
4803	58353	2018NEW MONEY BOE BAN INT	-
4803	58357	2019 REFI BOE INTEREST	166,475
4803	58364	2020 BOND INT-BOE	63,198
4803	58373	2020 B REFUNDING INT-BOE	101,450
4803	58375	2020 C REFUNDING INT-BOE	315,743
4803	58378	2022 NEW MONEY INT-BOE	33,550
4803	58379	2022 REFUNDING INT-BOE	94,400
<b>TOWN DEBT INTEREST</b>			
4804	58326	2013 REFUNDING INTEREST	-
4804	58329	2016 NEW MONEY INT	-
4804	58330	2016 REFUNDING INT	51,768
4804	58354	2018 NEW MONEY TOWN INT	34,331
4804	58363	2019 REFI GOB-TOWN	190,250
4804	58365	2020 \$3.15M BAN INT-TOWN	79,778
4804	58366	2020 BOND INT-TOWN	81,765
4804	58374	2020 C REFUNDING INT-TOWN	47,284
4804	58380	2022 NEW MONEY INT-TOWN	60,350
4804	58381	2022 REFUNDING INT-TOWN	15,500
<b>CAPITAL IMPROVEMENT- TOWN</b>			
4901	59020	CAPITAL IMPROVEMENTS	3,059,707
4901	59900	FUND TRANSFERS OUT	10,500

43,957,702

TOWN OF CLINTON  
GENERAL FUND - TO RECLASSIFY THE EDUCATION, DEBT SERVICE (BOE PRIN/TOWN PRIN/BOE INT/TOWN INT)  
& CAPITAL IMPROVEMENTS DEPARTMENTS  
5/8/2024

<b>PROPOSED</b>			
<u>DEPT</u>	<u>ACCT</u>	<u>ACCOUNT TITLE</u>	<u>AMENDED BUDGET</u>
<b>EDUCATION</b>			
4701	59900	EDUCATION	35,296,476
<b>DEBT SERVICE</b>			<b>NEW DEPT</b>
4800	58322	BOND PRINCIPAL	3,500,000
4800	58323	BOND INTEREST	1,314,083
4800	58324	BAN INTEREST	79,778
4800	58325	LEASE PAYMENTS	126,593
<b>OTHER FINANCING USES</b>			<b>NEW DEPT</b>
4901	59020	CAPITAL IMPROVEMENTS-MUNI	3,059,707
4901	59021	CAPITAL IMPROVEMENTS-BOE	570,566
4901	59900	FUND TRANSFERS OUT	10,500
			43,957,702

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	<b>JUNE 11, 2024</b>
<b>DEPARTMENT OF REQUEST:</b>	<b>Assesor</b>
<b>FISCAL YEAR OF REQUEST:</b>	<b>FY24</b>
<b>REASON FOR REQUEST:</b>	<b>PURCHASE FILE CABINET AND OFFICE EQUIPMENT</b>

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014131 56100	OFFICE EQUIPMENT	\$700.00

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014131 53220		\$700.00

1) Department Head Signature\*: Donna Lempey Date: 6-11-24  
 Comments: \_\_\_\_\_

*\*when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes X No \_\_\_\_\_

[Signature]

Date Approved: 6/12/24 Denied: \_\_\_\_\_

3) Town Manager: Date Approved: 6/12/24 Denied: \_\_\_\_\_

Michelle Benirra

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	<b>6/4/2024</b>
<b>DEPARTMENT OF REQUEST:</b>	<b>Civil Preparedness</b>
<b>FISCAL YEAR OF REQUEST:</b>	<b>2023-24</b>
<b>REASON FOR REQUEST:</b>	<b>As done in other years in June I use money that has not been used for relief purchases to purchase needs for the department. This year's focus is on PPE for response to natural disasters and active aggressors.</b>

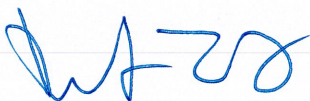
INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014223-56100	General Supplies	2,100

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014223-53225	Training	1,000
014223-51510	Salaries	1,100

1) **Department Head Signature\***: Michael Neff Date: 6/4/2024  
 Comments: \_\_\_\_\_

*\*when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes  No



Date Approved: 6/14/24 Denied: \_\_\_\_\_

3) **Town Manager:** Michele Benita Date Approved: 6/12/24 Denied: \_\_\_\_\_

4) **Town Council:** Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) **Finance Dept:** Date Transfer made: \_\_\_\_\_



**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	<b>06/05/2024</b>
<b>DEPARTMENT OF REQUEST:</b>	<b>Henry Carter Hull Libray – HCH Building Committee</b>
<b>FISCAL YEAR OF REQUEST:</b>	<b>FY24</b>
<b>REASON FOR REQUEST:</b>	<b>Cost to review the library building mechanicals prior to construction. Architect quote is \$7,150. Request is to split the cost between the library and the Town.</b>

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014501 – 58900	Library – Other Funds	3,575

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014603 – 51320	Economic Dev – Part Tiime	3,575

1) **Department Head Signature\***: \_\_\_\_\_ **Date:** \_\_\_\_\_

Comments: \_\_\_\_\_

*\*when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes  No

Date Approved: 6/5/24 Denied: \_\_\_\_\_

3) **Town Manager:** Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

4) **Town Council:** Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

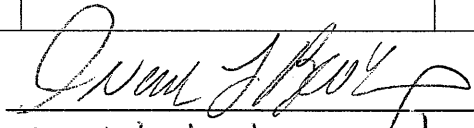
5) **Finance Dept:** Date Transfer made: \_\_\_\_\_

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**


<b>DATE OF REQUEST:</b>	<b>06/19/2024</b>
<b>DEPARTMENT OF REQUEST:</b>	<b>Technology Department</b>
<b>FISCAL YEAR OF REQUEST:</b>	<b>FY24</b>
<b>REASON FOR REQUEST:</b>	<b>To provide multi-layered PC desktop protection. Automated Windows updates; threat detection and remediation; mitigating insider threats and security breaches, ransomware protection.</b>

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014143 - 53500	Technical services	\$28,504

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
014197 - 58086	Contingency	\$28,504

1) Department Head Signature\*:  Date: 11 JUN 24  
 Comments: Was in original budget request.

*\*when completed forward to Director of Finance for review*

2) Director of Finance: Funds are available: Yes  No   
 Date Approved: 6/12/24 Denied: \_\_\_\_\_

3) Town Manager: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

4) Town Council: Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) Finance Dept: Date Transfer made: \_\_\_\_\_

**TOWN OF CLINTON  
TRANSFER OF FUNDS REQUEST FORM**

<b>DATE OF REQUEST:</b>	06/19/2024
<b>DEPARTMENT OF REQUEST:</b>	Finance
<b>FISCAL YEAR OF REQUEST:</b>	FY24
<b>REASON FOR REQUEST:</b>	Preliminary Year End Transfer Request due to union contracts settled after budget process affecting salaries and legal plus fire boat lease amount not in budget. Other items = 3% of total transfer request.

INCREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
See attached detail	See attached detail	\$409,733

DECREASE ACCOUNT(S)	DESCRIPTION	AMOUNT
See attached detail	See attached detail	\$409,733

1) **Department Head Signature\***: \_\_\_\_\_ Date: \_\_\_\_\_

Comments: \_\_\_\_\_

*\*when completed forward to Director of Finance for review*

2) **Director of Finance:** Funds are available: Yes  No

*RAZ*

Date Approved: 6/12/24 Denied: \_\_\_\_\_

3) **Town Manager:** Date Approved: 6/12/24 Denied: \_\_\_\_\_

*Michelle Benivista*

4) **Town Council:** Date Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

5) **Finance Dept:** Date Transfer made: \_\_\_\_\_

**Town of Clinton  
Year End Preliminary Transfers  
2023-24**

DEPT	ACCT	TITLE	TRANSFERS		DEPT	ACCT	TITLE	TRANSFERS	
			TO	FROM				TO	FROM
		<b>TOWN MANAGER</b>					<b>ANIMAL CONTROL</b>		
4111	51310	SALARIES-FULL TIME	31,000		4215	51310	SALARIES-FULL TIME	3,000	
4111	56100	GENERAL SUPPLIES	8		4215	51330	OVERTIME	100	
		<b>FINANCE</b>			4215	51340	OTHER EMPLOYEE BENE	500	
4119	51310	SALARIES-FULL TIME	40,000				<b>FIRE MARSHAL</b>		
		<b>ASSESSOR</b>			4219	51310	SALARIES-FULL TIME	50	
4131	51310	SALARIES-FULL TIME	6,000				<b>COMMUNICATIONS</b>		
		<b>TAX COLLECTOR</b>			4221	51310	SALARIES-FULL TIME	16,000	
4135	51310	SALARIES-FULL TIME	1,000		4221	51333	LONGEVITY	7,500	
4135	55301	POSTAGE	3,000		4221	51340	OTHER EMPLOYEE BENE	1,500	
		<b>TOWN CLERK</b>					<b>PUBLIC WORKS</b>		
4147	51310	SALARIES-FULL TIME	5,500		4301	51310	SALARIES-FULL TIME	17,000	
		<b>PLANNING &amp; ZONING COMM</b>			4301	52900	TRAVEL EXPENSE	150	
4153	51310	SALARIES-FULL TIME	500		4301	54103	SNOW PLOWING/SANDIN	3,000	
		<b>INLANDS/WETLANDS COMM</b>					<b>PARKS &amp; RECREATION</b>		
4163	51310	SALARIES-FULL TIME	3,000		4505	51310	SALARIES-FULL TIME	5,000	
		<b>WATER POLLUTION CONTROL</b>					<b>TOWN DEBT PRIN</b>		
4191	56100	GENERAL SUPPLIES	600		4802	58319	FIRE BOAT LEASE-TOW	47,440	
		<b>WASM MAINTENANCE</b>			4802	58350	PD VEHICLE LEASES	1	
4193	51310	SALARIES-FULL TIME	9,000				<b>OTHER GENERAL GOVERN</b>		
4193	51330	OVERTIME	25,000		4197	58086	CONTINGENCY	150,000	
		<b>OTHER GENERAL GOVERN</b>					<b>GENERAL GOV'T ADMIN</b>		
4197	58200	JUDGEMENTS	84		4199	56220	ELECTRICITY	30,000	
		<b>GENERAL GOV'T ADMIN</b>			4199	56221	HEAT/WATER	30,000	
4199	53020	TOWN COUNSEL	33,000				<b>HUMAN SERVICES</b>		
4199	53310	AUDIT/ACCOUNTING SE	500		4419	51310	SALARIES-FULL TIME	50,000	
4199	55200	INSUR OTHER THAN EE	1,300				<b>FRINGE BENEFITS</b>		
		<b>POLICE</b>			5100	52300	STATE RETIRE CONTRI	29,733	
4201	51310	SALARIES-FULL TIME	70,000		5100	52810	HEALTH INSURANCE	120,000	
4201	51330	OVERTIME	65,000						
4201	51333	LONGEVITY	6,000						
4201	51340	OTHER EMPLOYEE BENE	500						
4201	54311	VEHICLE MAINTENANCE	2,500						
		<b>BUILDING DEPARTMENT</b>							
4213	51310	SALARIES-FULL TIME	5,000						
								<b>409,733</b>	<b>409,733</b>

**Note:** Shortage categories:

Object	%
Salaries	77%
Legal	8%
Debt Service	12%
Other	3%
	<u>100%</u>

## COMMENTS TO PRELIMINARY YEAR END TRANSFER REQUEST 05 19 2024

### Union contracts:

Police July 1, 2023 – June 30, 2026

Signed February 2024 – 2023-24 increase not in the budget (2.25%/2.5%)

Town Hall Employees – memorandum of agreement for 2023-24 signed June 2023.

Increase is not in the budget (3%)

Public Works - memorandum of agreement for 2023-24 signed June 2023.

Increase is not in the budget (3%)

Dispatchers – signed 06 2023; increase not in the budget.

**Note:** When contract is approved and signed an approved transfer request should follow.

### Fringe benefits:

#### State retirement contribution account

Pension contribution percentage was budgeted at 19.57%. Revised by the State in June 2023 to 15.85%.

#### Health insurance account

A contingency amount of \$200,000 was included in the health insurance contribution calculation?

**A resolution to repurpose \$100,000 from the \$1,400,000 approved in the 2024- 25 Capital Improvement Plan (CIP) for sidewalk upgrades from John Street Extension to North High Street for the purchase of {12} thermal imaging cameras for the Fire department.**

Explanation:

The Fire department had (12) thermal imaging cameras in their capital improvement plan from fiscal year 2025 to fiscal year 2029 (four in FY 25, four in FY 27 and four in FY 29). Actually only two thermal imaging cameras were improved in FY 25 (in the budget).

The Fire department has since learned that the current thermal imaging camera that they utilize is being discontinued. All new orders of this current camera must be placed by June 30, 2024. The Fire department would like to continue to be standardized with this particular camera as such would like to request that they obtain funds to enable them to buy all (12) before they are discontinued.

Funds are available in the amount authorized (\$1,400,000) for sidewalks because the total project amount is 80% funded by grant and 20% funded by the Town (matching). 20% = \$280,000. Hence, \$280,000 should have been requested in the CIP (as a Town match) and \$1,400,000 should have been appropriated in the grant fund (to be funded by \$1,120,000 in grants and \$280,000 by town match (in the CIP).

Resolution authorizing Robert Tait, Finance Director and Riki Falanga, Assistant Finance Director, access to the Charles Schwab Retirement Center website and the authorized signer list for the Town of Clinton OBEB account with Charles Schwab Trust Bank.