TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10120** **SOCIAL SERVICE GRANTS/MISC**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 COMMITTEE APPROVED (1/18/24)	Department Request $ Increase	Department Request % Increase
SERVICES									
52590	WATERFORD SHELLFISH COMMISSION	1,721	4,134		4,134	1,290	1,290	(2,844)	-68.80%
52633	WATERFORD/EAST LYME SHELLFISH	2,500	1		0	1	1	0	0.00%
52634	SECT CT COUNCIL OF GOVERNMENTS (SCCOG)	10,764	10,764		10,764	10,764	10,764	0	0.00%
52635	HISTORIC PROPERTIES COMMISSION	392	400		3	400	400	0	0.00%
52636	T.V.C.C.A.	5,500	6,050		6,050	6,244	6,244	194	3.21%
52638	DISABLED AMERICAN VETERANS	250	250		0	250	250	0	0.00%
52639	V.F.W. POST 6573, 9975 & AL 161	1,939	1,940		0	2,000	2,000	60	3.09%
52643	SAFE FUTURES	6,500	6,500		6,500	6,500	6,500	0	0.00%
52644	SEAT	36,965	39,477		39,479	41,451	42,695	1,974	5.00%
52645	EASTERN CT CONSERVATION DISTRICT INC	1,500	1,500		0	1,500	1,500	0	0.00%
52646	TOWN HISTORIAN	791	800		334	800	800	0	0.00%
	SUBTOTAL	**68,822**	**71,816**	**0**	**67,264**	**71,200**	**72,444**	**(616)**	**-0.86%**
CONTRIBUTIONS TO OUTSIDE AGENCIES									
58340	WTFD HISTORICAL SOCIETY	2,000	2,200		2,200	3,000	3,000	800	36.36%
58440	UNITED COMMUNITY & FAMILY SERVICES	8,000	8,000		8,000	8,000	8,000	0	0.00%
58450	THE ARC OF EASTERN CONNECTICUT	1,800	1,800		0	1,800	1,800	0	0.00%
58595	NL HOMELESS HOSPITALITY CENTER	7,500	7,500		0	15,000	15,000	7,500	100.00%
58596	SACCEC	0	1,000		1,000	1,250	1,250	250	0.00%
	SUBTOTAL	**19,300**	**20,500**	**0**	**11,200**	**29,050**	**29,050**	**8,550**	**41.71%**
DEPARTMENT TOTAL		**88,122**	**92,316**	**0**	**78,464**	**100,250**	**101,494**	**7,934**	**8.59%**

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10133** **PUBLIC HEALTH NURSING SERVICE**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	2024/2025 RECOMMENDED BD OF SELECTMEN	BOS Approved $ Increase	BOS Approved % Increase
CONTRACTED OUTSIDE AGENCIES										
58010	PUBLIC HEALTH NURSING	8,279	25,911		4,841	26,297			386	1.49%
	SUBTOTAL	**8,279**	**25,911**	**0**	**4,841**	**26,297**	**0**	**0**	**386**	**1.49%**
DEPARTMENT TOTAL		**8,279**	**25,911**	**0**	**4,841**	**26,297**	**0**	**0**	**386**	**1.49%**

LAWRENCE MEMORIAL CORPORATION AND SUBSIDIARIES

Consolidating Balance Sheet

September 30, 2023

(In thousands)

Assets	Lawrence Memorial Hospital	Lawrence Memorial Corporation	L&M Systems	VNA of Southeastern Connecticut, Inc.	Westerly Hospital	Westerly Foundation	L&M Homecare	Eliminations	Total
Current assets:									
Cash and cash equivalents	$ 12,570	—	—	148	1,162	3,177	6,704	—	23,761
Short-term investments	6,431	47,182	—	8,445	630	5,432	—	—	68,120
Patient receivables	68,605	—	—	1,177	15,679	—	—	—	85,461
Other assets	95,215	64	—	942	12,900	301	194	(64,917)	44,699
Total current assets	182,821	47,246	—	10,712	30,371	8,910	6,898	(64,917)	222,041
Assets limited as to use	8,367	19,281	—	17,531	5,352	—	—	(19,281)	31,250
Long-term investments	20,739	158	—	—	4,840	32	—	—	25,769
Other assets	13,455	—	—	—	—	132	—	(11,147)	2,440
Right of use assets	5,518	—	—	—	325	—	—	—	5,843
Property, plant, and equipment, net	197,173	5,323	—	2,588	47,590	—	—	—	252,674
Goodwill	—	12,162	—	—	—	—	—	—	12,162
Total assets	$ 428,073	84,170	—	30,831	88,478	9,074	6,898	(95,345)	552,179

LAWRENCE MEMORIAL CORPORATION AND SUBSIDIARIES

Consolidating Balance Sheet

September 30, 2023

(In thousands)

Liabilities and Net Assets	Lawrence Memorial Hospital	Lawrence Memorial Corporation	L&M Systems	VNA of Southeastern Connecticut, Inc.	Westerly Hospital	Westerly Foundation	L&M Homecare	Eliminations	Total
Current liabilities:									
Accounts payable and accrued expenses	$ 53,643	8	29	1,613	79,751	1,920	126	(64,917)	72,173
Current portion of long-term debt	23,605	—	—	—	—	—	—	—	23,605
Operating lease liability – short term	1,146	—	—	—	225	—	—	—	1,371
Other liabilities	7,065	—	—	—	34	—	—	—	7,099
Total current liabilities	85,459	8	29	1,613	80,010	1,920	126	(64,917)	104,248
Long-term debt, net of current portion and deferred financing costs	44,450	—	—	—	—	—	—	—	44,450
Accrued pension and postretirement benefit obligations	2,250	—	—	—	—	—	—	—	2,250
Operating lease liability – long term	4,371	—	—	—	100	—	—	—	4,471
Other liabilities	10,508	—	—	486	13,609	6	—	(11,147)	13,462
Total liabilities	147,038	8	29	2,099	93,719	1,926	126	(76,064)	168,881
Net assets (deficiency):									
Net assets without donor restrictions	245,114	84,162	(29)	28,596	(15,421)	6,225	6,772	(19,281)	336,138
Net assets with donor restrictions	35,921	—	—	136	10,180	923	—	—	47,160
Total Lawrence Memorial Corporation & Subsidiaries net assets (deficiency)	281,035	84,162	(29)	28,732	(5,241)	7,148	6,772	(19,281)	383,298
Total liabilities and net assets	$ 428,073	84,170	—	30,831	88,478	9,074	6,898	(95,345)	552,179

See accompanying notes to consolidated financial statements.

LAWRENCE MEMORIAL CORPORATION AND SUBSIDIARIES

Consolidating Statement of Operations and Changes in Net Assets

Year ended September 30, 2023

(In thousands)

	Lawrence Memorial Hospital	Lawrence Memorial Corporation	L&M Systems	VNA of Southeastern Connecticut, Inc.	Westerly Hospital	Westerly Foundation	L&M Homecare	Eliminations	Total
Net assets without donor restrictions									
Patient service revenue	$ 451,562	—	—	8,096	124,259	—	—	—	583,917
Other revenue	20,538	3	—	4,203	1,449	—	—	(2,100)	24,093
Total operating revenue	472,100	3	—	12,299	125,708	—	—	(2,100)	608,010
Operating expenses									
Salaries and benefits	212,298	—	—	13,701	63,166	155	—	—	289,320
Supplies and other	237,945	—	—	1,424	76,799	163	96	(2,100)	314,327
Depreciation and amortization	10,387	—	—	163	4,600	—	—	—	15,150
Insurance	5,900	—	—	213	1,436	—	—	—	7,549
Interest	2,434	—	—	—	—	—	—	—	2,434
Total operating expenses	468,964	—	—	15,501	146,001	318	96	(2,100)	628,780
Income (loss) from operations	3,136	3	—	(3,202)	(20,293)	(318)	(96)	—	(20,770)
Nonoperating gains (losses), net									
Income from investments, donations and other, net	1,646	2,871	—	2,156	273	1,015	730	—	8,691
Pension cost other than service cost, net	223	—	—	—	—	—	—	—	223
Total nonoperating gains, net	1,869	2,871	—	2,156	273	1,015	730	—	8,914
Excess (deficiency) of revenue over expenses	5,005	2,874	—	(1,046)	(20,020)	697	634	—	(11,856)
Other changes in net assets without donor restrictions:									
Other	(3)	—	—	—	104	—	—	—	101
Net assets released from restrictions for purchases of property, plant and equipment	301	—	—	—	—	610	—	—	911
Pension and postretirement related changes other than net periodic benefit cost	1,738	—	—	—	—	—	—	—	1,738
Changes in net assets without donor restrictions	7,041	2,874	—	(1,046)	(19,916)	1,307	634	—	(9,106)

LAWRENCE MEMORIAL CORPORATION AND SUBSIDIARIES

Consolidating Statement of Operations and Changes in Net Assets

Year ended September 30, 2023

(In thousands)

	Lawrence Memorial Hospital	Lawrence Memorial Corporation	L&M Systems	VNA of Southeastern Connecticut, Inc.	Westerly Hospital	Westerly Foundation	L&M Homecare	Eliminations	Total
Net assets with donor restrictions:									
Income from investments	$ 479	—	—	1	71	—	—	—	551
Net realized and unrealized losses on investments	2,087	—	—	2	(4)	—	—	—	2,085
Bequests and contributions	3,405	—	—	25	203	200	—	—	3,833
Net assets released from restrictions for purchases property, plant and equipment	(301)	—	—	—	—	(610)	—	—	(911)
Net assets released from restrictions for operations	(1,492)	—	—	(2)	(92)	—	—	—	(1,586)
Net assets released from restrictions for clinical programs	(139)	—	—	—	(223)	—	—	—	(362)
Other	328	—	—	—	396	15	—	—	739
Change in net assets with donor restrictions	4,367	—	—	26	351	(395)	—	—	4,349
Increase (decrease) in net assets	11,408	2,874	—	(1,020)	(19,565)	912	634	—	(4,757)
Net assets (deficiency) at beginning of year	269,627	81,288	(29)	29,752	14,324	6,236	6,138	(19,281)	388,055
Net assets (deficiency) at end of year	$ 281,035	84,162	(29)	28,732	(5,241)	7,148	6,772	(19,281)	383,298

See accompanying notes to consolidated financial statements.

VISITING NURSE ASSOCIATION OF SOUTHEASTERN CONNECTICUT, INC.

BUDGET NARRATIVEs—TOWN OF WATERFORD

July 1, 2024- June 30, 2025

We annually estimate the expenditure for services for those residents who are uninsured and cannot afford to pay for care with their own fund. Our near-term and far-term plans are the same. We will continue to offer the clinics and services to the residents at the same level. As always, we will to seek outside funds through a direct mail campaign and grant proposals to assist in providing visits to residents.

The budget for VNASC service is divided in two programs: clinic services and health promotion/indigent care. The hourly charge is $87.15. This is an increase of $4.15 per clinic hour (5%). The home health skilled visit charge is $175 per nursing visit. We had to increase our rates as we are bound to collective bargaining agreements for our RN staff. Salaries and benefits have increased and are projected to increase again in the coming year. Salary and benefit increases were necessary due to the serious nursing shortage healthcare is experiencing at this time.

The VNA of Southeastern Connecticut is committed to providing healthcare services to the town at an appropriate level. Any reduction of the budget below the current level will result in fewer services to the residents. A reduction in services would be a decision made by Waterford's governing body.

The agency is a state-licensed, Medicare-certified, home care organization. VNASC is governed by a community board of directors and is an affiliate of L+M Healthcare and Yale New Haven Health. Our Board Chairperson is Shanna Reels.

Indigent Care/Health Promotion

VNASC has been holding blood pressure clinics at the Waterford AHEPA and the Community Center to promote wellness in the Waterford Community. We have also been holding foot clinics.

Home visits to residents at risk for handicapping conditions or hospitalizations are made under consultation with the family physician. A plan is established to assist the resident to remain safely at home,

Home healthcare services including nursing, therapies, home health aide and social workers are provided under a plan of care when the resident is uninsured or underinsured and meets the financial criteria for free or subsidized care.

There is a continued need for assistance with care for those who are struggling to stay independent at home. The need for free care has reduced in the past few years due to the greater use of CT expanded Medicaid. At this time it is unknown whether the expansion will continue.

Visiting Nurse Association of Southeastern Connecticut

Proposed Service for the Town of Waterford

July 1, 2024 - June 30, 2025

Program	Estimated Units	Estimated Cost	Service	Program Cost
Screening Clinics/Health Ed	24 hours	$87.15 /hour	Nurse Managed Clinics	$2,091.60
Community Center Hours (Senior Center)	69 hours	$87.15 /hour	Nurse Managed Clinic	$6,013.35
Foot Clinics AHEPA	24 hours	$87.15/hour	Nurse Managed Clinic 4 hours every other month	$2,091.60
Homecare for the indigent	As needed not to exceed budget	$175/Visit	Skilled Home Health Visits	$16.100.00

Total Request $ 26,296.55

Town of Waterford					
Proposed July 2024 - June 2025 Budget					
and year over Year Actuals					
	2021 - 2022	2022 - 2023	2022 - 2023	2023 - 2024	2024 - 2025
Description	Actual	Budget	Projected Actual	Proposed Budget	Proposed Budget
Public Health Nursing	$ 22,655.00	$ 26,000.00	$ 22,922.00	$ 25,911.00	$ 26,296.55

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10132** **CONSERVATION OF HEALTH**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	2024/2025 RECOMMENDED BD OF SELECTMEN	BOS Approved $ Increase	BOS Approved % Increase
SERVICES										
52075	LEDGE LIGHT HEALTH DIST.	148,126	148,407		148,407	148,407			0	0.00%
	SUBTOTAL	**148,126**	**148,407**	**0**	**148,407**	**148,407**	**0**	**0**	**0**	**0.00%**
DEPARTMENT TOTAL		**148,126**	**148,407**	**0**	**148,407**	**148,407**	**0**	**0**	**0**	**0.00%**

Kimberly Allen

From: Jennifer Muggeo <jmuggeo@llhd.org>
Sent: Tuesday, January 2, 2024 2:46 PM
To: Kimberly Allen
Cc: Robert Brule
Subject: RE: FY2025 Budget Requests

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Hi Kim and Rob –
Hope you are both doing well and enjoyed the holidays.

I wanted to alert you that we received a communication from DPH/OPM on Friday directing us to use the 2021 population estimates due to errors in the 2022 calculations. This means that the FY25 contribution will be exactly the same as the FY24 contribution of $148,407, which is $380 lower than the number I originally provided.

Please let me know what you would like me to send you in terms of a formal communication. I can send a revised version of the letter I originally sent or I can send an addendum to that letter noting this change. Whichever works easiest for you and where you are in the process.

Best,
Jen

Jennifer Muggeo, MPH (she/her/hers)
Director of Health
main phone. 860.448.4882 ext. 1300
direct dial. 860.910.0386 (no text)
cell phone. 860.912.1429 (ok to text)
fax. 860.448.4885
jmuggeo@llhd.org
www.llhd.org

Your work day/hours may not be the same as mine. Please don't feel obligated to respond outside of your normal working hours

Promoting healthy communities
LLHD
Ledge Light Health District

From: Kimberly Allen <kallen@waterfordct.org>
Sent: Wednesday, December 27, 2023 10:22 AM
To: Jennifer Muggeo <jmuggeo@llhd.org>
Cc: Rob Brule <rbrule@waterfordct.org>
Subject: RE: FY2025 Budget Requests

Thank you.

Kimberly Allen
Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
kallen@waterfordct.org
860.444.5842
860.440.0579 (fax)

Town of Waterford CONNECTICUT

PRIVILEGED AND CONFIDENTIAL: This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you're not the intended recipient, please notify the sender immediately by return email and delete this communication and destroy all copies.

From: Jennifer Muggeo <jmuggeo@llhd.org>
Sent: Tuesday, December 12, 2023 11:05 AM
To: Kimberly Allen <kallen@waterfordct.org>
Cc: Robert Brule <rbrule@waterfordct.org>
Subject: RE: FY2025 Budget Requests

CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Good morning Kimberly,
I am so sorry for the delay, I am just waiting for the team to confirm a few numbers on the activity report that we always include. I'm attaching the letter and budget document for your reference and will get you the complete packet later today.

Please let me know if you have any questions and please let me know when I need to be there for the budget hearings!

All the best.
Jen

Jennifer Muggeo, MPH (she/her/hers)
Director of Health
main phone. 860.448.4882 ext. 1300
direct dial. 860.910.0386 (no text)
cell phone. 860.912.1429 (ok to text)
fax. 860.448.4885
jmuggeo@llhd.org
https://link.edgepilot.com/s/6676f187/GTOjt8vS1ECOVP-9i19yBw?u=http://www.llhd.org/

Your work day/hours may not be the same as mine. Please don't feel obligated to respond outside of your normal working hours

Promoting healthy communities

LLHD
Ledge Light Health District

From: Kimberly Allen <kallen@waterfordct.org>
Sent: Monday, December 11, 2023 9:18 AM
To: Helen Adap <hadap@llhd.org>; Jennifer Muggeo <jmuggeo@llhd.org>; Desantis, Karen <Karen.Desantis@YNHH.ORG>; Elizabeth Ritter <betsyritter24@gmail.com>; Jennifer Kohl <jek.kohl@gmail.com>
Subject: FY2025 Budget Requests

All,

FY2025 budget requests were due to the finance office on Friday, 12/8/23. To date, I have not received any request for the FY2025 budget. Please submit your entities, commission or board's budget request as soon as possible so that it can be included in the annual FY2025 budget request. If nothing is received, your entity may not have any funds available for next fiscal year.

Regards,

Kimberly Allen
Director of Finance
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
kallen@waterfordct.org
860.444.5842
860.440.0579 (fax)

Town of Waterford CONNECTICUT

PRIVILEGED AND CONFIDENTIAL: This communication, including attachments, is for the exclusive use of addressee and may contain proprietary, confidential or privileged information. If you are not the intended recipient, any use, copying, disclosure, dissemination or distribution is strictly prohibited. If you're not the intended recipient, please notify the sender immediately by return email and delete this communication and destroy all copies.

LLHD
Ledge Light Health District

December 1, 2023

Town of Waterford
First Selectman Robert Brule
15 Rope Ferry Rd
Waterford, CT 06385

First Selectman Brule:

At their November meeting, the Board of Directors of Ledge Light Health District approved my proposal to keep the FY25 member contributions at the current per capita rate of $7.59. Based on the population reported to us by the Department of Public Health, the Town of Waterford FY25 contribution to Ledge Light Health District will be $148,787.

A detailed draft budget for FY25 is attached for your review. We have also included a report on our activities and the services offered to Waterford, the first two editions of our new LLHD Highlights Newsletter, and our FY23 audited financial statements (FY24 audit is underway).

As you are aware from previous years, the FY25 budget will not be formally approved until March 2023, following a public hearing.

Please let me know if you have any questions regarding this; I look forward to attending the budget hearings in 2024.

Best regards,

Jennifer Muggeo, MPH
Director of Health

Ledge Light Health District
Budget FY2025

Projected Revenue			**$4,303,941**
		Per Capita $7.59	
Municipality	**Population**	**FY2025 Contribution**	$1,163,615
East Lyme	18,788	$142,601	
Groton	37,743	$286,469	
Ledyard	15,456	$117,311	
Lyme	2,401	$18,224	
New London	27,980	$212,368	
North Stonington	5,174	$39,271	
Old Lyme	7,684	$58,322	
Stonington	18,480	$140,263	
Waterford	19,603	$148,787	
Total Population:	*153,309*		
State Per Capita			$398,603
Environmental Health Fees			$398,000
Food Service		$225,000	
Cosmetology		$17,700	
Pools		$7,800	
Septic/Well		$145,000	
Other		$2,500	
Training/Consulting/Other Services			$10,000
Interest			$12,000
Grants			$2,221,462
Block Grant	$42,905		
Gasp-SPF	$125,000		
Gasp-LPC	$7,000		
Immunization	$100,000		
LPC-DFC	$125,000		
LPC-LPC	$3,907		
PHEP R4	$342,650		
Workforce	$250,000		
ELC	$500,000		
OHS-HIC	$200,000		
OD2A	$75,000		
CAP	$200,000		

ARPA	$250,000			
G&A				$100,260
Other	$12,000			
R1	$54,000			
R4	$34,260			
Projected Expenses				**$4,288,196**
Personnel Services				$3,272,479
Employee Salary-Core			$1,280,442	
Benefits/Payroll Taxes-Core			$486,993	
Employee Salary-Grants			$1,114,848	
Benefits/Payroll Taxes-Grants			$390,197	
Non-Personnel Operating Expenses				
Facilities, Utilities and Vehicles				$102,100
Utilities		$10,000		
Maintenance		$48,800		
Security		$600		
Telephone & telecommunications		$11,000		
Data Connection		$7,500		
Vehicle Repair/Fees		$3,000		
Vehicle Fuel		$4,000		
Auto/Mileage Reimbursement		$10,000		
Auto Insurance		$7,200		
Supplies and Equipment				$74,000
Office Supplies		$8,000		
IT Supplies		$50,000		
Program Supplies		$7,500		
Postage, shipping, delivery		$5,000		
Equip rental & maintenance		$3,500		
Professional Services				$62,500
Accounting fees		$13,500		
Legal fees		$3,500		
IT Consulting Fees		$20,000		
Medical Consulting Fees		$3,000		
Other Professional Service Fees		$2,500		
Insurance Agency Fee		$20,000		
Other Administrative Costs				$60,700
Membership dues - organization		$2,500		
Staff development		$12,000		
Community Outreach and Engagement		$2,500		
General Liability Insurance		$13,000		

Property Insurance	$2,400	
Public Officials Insurance	$1,700	
Employment Practices Insurance	$3,200	
Umbrella Insurance	$1,600	
Square fees	$10,000	
Meeting expenses	$4,300	
CHIP implementation	$7,500	
Grant Non-Personnel		$716,417

LLHD
Ledge Light Health District

Promoting
healthy
communities

Ledge Light Health District

Ledge Light Health District (LLHD) serves as the local health department for the municipalities of Waterford, East Lyme, Groton, Ledyard, New London, North Stonington, Old Lyme, and Stonington. The LLHD team, comprised of experts in administration and finance, environmental health, communicable disease prevention, and health education and community outreach, work cooperatively to promote healthy communities and ensure that healthy opportunities are available to everyone.

Environmental Health

Regulated Establishments

LLHD inspects food service establishments to ensure they are compliant with the Connecticut Public Health Code (PHC) and are following good food safety practices. These establishments are inspected based on the risk associated with their level of food preparation activities. We work with these local businesses to implement comprehensive food safety practices and provide cost-effective food service education programs. This year, the State of Connecticut Department of Public Health implemented the legislation passed several years ago to update the PHC to be in alignment with the FDA Food Code. This has required extensive education for both our team and the establishments we inspect. In Waterford there are 99 licensed food service establishments.

We also inspect public pools (5 in Waterford), cosmetology (20 in Waterford), day care (7 in Waterford) and body art establishments (1 in Waterford) to ensure these entities are taking measures to protect public health. We also respond to complaint about lodging establishments (6 in Waterford) and visit other residential and commercial properties in response to complaints or concerns raised by the public (38 in Waterford last fiscal year). Our online complaint reporting system provides residents the opportunity to submit their concerns electronically. During the swimming season, LLHD conducts weekly water sampling at bathing beaches (3 in Waterford) and informs the public regarding bathing water quality that does not meet EPA/State standards.

Land Use

Our environmental land use staff of Sanitarians and Environmental Technicians conduct soil testing and plan reviews for new building lots served by onsite septic systems and/or wells. On existing properties served by septic systems we review residential and commercial building additions, lot line changes, the addition of accessory structures (sheds, decks, pools, and detached garages), and changes in use (residential to commercial, or an increase in the number of bedrooms). All reviews are conducted to ensure compliance with State of CT regulations 19-13-B100a and 19-13-B103 (there were 9 B100a reviews in Waterford last fiscal year). Septic installation plans for new septic systems (10 in Waterford during FY23) or repairs (10 in Waterford in FY23) are reviewed under 19-13-B103 and permitted and inspected by LLHD personnel. Requested exceptions to the CT Public Health Code are reviewed and referred to CT DPH when required. LLHD also conducts the site location review, permit approval, site inspection and water test review for private and public drinking water wells, irrigation wells and geothermal wells. Certain septic systems and water supply permitting involve DPH or DEEP – our sanitarians work closely with both agencies to ensure compliance with all code requirements.

LLHD
Ledge Light Health District

Promoting healthy communities

Communicable Disease Prevention

LLHD holds annual free flu vaccination clinics for people aged 6 and up and COVID vaccinations for people who are un- or under-insured. We provide education to the public and organizations about infection prevention and control practices and investigate reports of communicable and/or infectious diseases such as tuberculosis or food borne illnesses. These investigations may include conducting partner follow-up, delivering direct observed therapy (to ensure patients are taking their medications as required), implementing control measures, and providing general support to the affected individual and their families.

LLHD provides support to schools and long-term care facilities during reported outbreaks to help prevent the spread of illness. We also provide yearly educational opportunities for infection control personnel in long term care facilities and schools. We meet with Infection Preventionists from area Long Term Care facilities to provide education and guidance.

Preparedness Activities

LLHD works closely with municipal and regional partners to prepare for and respond to emergency situations. These activities include participation in Drive-Thru Clinics and Millstone exercises, working with local partners to develop Continuity of Operations and COVID plans. Lately, we have been working on Monkeypox Plans and updating the Ebola Plan.

LLHD is the regional lead for emergency preparedness and manages the contract from the Department of Public Health for all health districts within DMHS Region 4. This regional effort provides opportunity to align plans and share resources.

Health Education & Community Outreach

LLHD engages and supports the communities we serve in health education, health promotion, and health policy development activities in a variety of ways. These efforts draw on scientific, evidence-based best practices to ensure that the programmatic processes involved make efficient use of available funding, while achieving measurable and desired changes in our population's overall health and resilience. LLHD works diligently to secure external funding to support these activities and supplement our municipal members' contributions. LLHD continues to support public health projects initiated by other agencies by serving on a variety of coalitions, providing community outreach, educational presentations and materials to schools, healthcare providers, businesses and the community-at-large.

Regional Asthma Management Program – Breathe Well-Respira Bien

Asthma is the most common chronic disease of childhood and a leading cause of preventable hospital admissions for both children and adults. Asthma rates in CT are among the highest in the nation; there are approximately 50 deaths from asthma each year in our state. LLHD has a long history of participating in programs to help reduce the burden of asthma. Although asthma cannot be cured, it can be managed. Understanding medications and their use can prevent emergency situations. Breathe Well is a free program co-sponsored by Lawrence and Memorial Hospital, designed to help children and adults with asthma to manage their asthma better. A trained asthma educator and public health environmental specialist review medications and provide an in-home environmental assessment of asthma triggers.

Health Services Block Grant

The Connecticut Department of Public Health offers Local Health Departments/Districts the opportunity to participate in the Preventive Health Services Block Grant program. The Block Grant which ran through August of 2024 was used to implement diabetes management programming. The new Block Grant, expected to begin this February, will support LLHD's Community Health Worker Program. Community Health Workers are public health team members who support people experiencing barriers to health in accessing healthcare, insurance, social services, transportation, housing, food and other resources. They draw from their lived experiences and trust relationships with community members as well as their knowledge of systems of care to help community members achieve their individual health goals.

Immunization Action Program (IAP), COVID Immunization Action Program and Immunization Promotion Programs

The Connecticut Department of Public Health provides several funding streams to promote immunization across the lifespan and reduce preventable and sometimes fatal diseases. LLHD provides public education, vaccination clinics and professional development for healthcare providers, conducting site visits to ensure proper vaccine storage and handling and promote quality improvement strategies among providers. LLHD reaches out to parents of children who have missed vaccine doses or need a vaccine provider, conducts community outreach and awareness campaigns, and enrolls families into CTWiZ. A SECT Immunization Partnership meets twice annually to guide program activities and assist in the promotion of childhood immunizations.

Overdose Action Team

The Overdose Action Team continues its coordinated efforts to address the overdose crisis by increasing no barrier access to care and services, saturating the community with naloxone and reducing stigma and discrimination against people living with substance use disorder. The team continues to adapt and innovate in response to new information and changing conditions and to expand partnerships in order to more fully support people's needs and improve community conditions that contribute to overdose. We are grateful for the support of our municipal partners in sharing the science-based information and messaging about overdose prevention and look to continue that partnership.

Community Health Assessment (CHA) and Improvement Plan (CHIP)

LLHD continues – in partnership with numerous partner agencies and community members, to monitor the health of our communities and take collective action to address prioritized health concerns through the Health Improvement Collaborative of Southeastern CT. The Health Improvement Collaborative is currently completing an update to our Community Health Assessment and Community Health Improvement Plan. While we examine the data to identify any new or emerging public health priorities, we continue work on this identified in the 2019 Community Health Improvement Plan: Food Justice; Access to Care; Black Health Across the Lifespan; Hispanic Health; the Overdose Crisis; and Racism as a Public Health Issue.

LLHD HIGHLIGHTS

Keeping Up with Your Health Department

September 2023 — Issue 1

Director's Corner

Happy September!

Jennifer Muggeo
Director of Health

It's hard to believe summer is over and schools are back in swing, but thank goodness we still have a few weeks of lovely weather. Hopefully that weather is not impacted by a busy hurricane season but it's always good to be prepared! September is National Preparedness Month—look for tips and resources about getting ready for hurricanes and other emergencies on our website.

As we leave summer and head into fall we are finalizing our 2023-2028 Strategic Plan, which includes goals and objectives related to equity, workforce development, communications and community building. We are grateful for the time and insights of the community partners and community members who participated in the focus groups, interviews or surveys that helped shape our plan. Look for it to be launched on our website next month.

As always, there are a TON of activities happening at your health department—we've highlighted just a few things in this newsletter but hope you will stay up to date with us by following us on social media, visiting our website, or just giving us a call when you have a question. We are committed to working in partnership with all of you to promote a healthy community for everyone!

On behalf of the team,

Jen

Jennifer Muggeo, jmuggeo@llhd.org

COVID is Still Here — and So are We!

LLHD continues to support our community with the COVID-19 response. Throughout the summer, we distributed COVID-19 test kits, isolation and exposure guidance, and hand sanitizing wipes while promoting COVID vaccination to community partners and residents. Since July, we have observed an increase in COVID cases and outbreaks. If you are sick, please stay home and get tested. If you need help finding a test kit, masks, or COVID vaccinations or treatment—or just have a question, please call us! Look out for more information on updated COVID-19 vaccines in the coming weeks! *Mary Day, mday@llhd.org*

INSIDE THIS ISSUE

- Academic Detailing on Opioid Safety
- Anniversaries
- Beach Water Program
- Follow Us on Social Media
- Grant Management
- Groton Community Center Project
- Group Therapy
- Immunization Awareness Month
- Mujeres Entre Culturas
- Overdose Awareness Day
- Public Health Nursing in the Community
- Summer Means Temp Events

LLHD
Ledge Light Health District

216 Broad Street New London , CT 06320 · 860.448.4882 · www.LLHD.org

International Overdose Awareness Day

International Overdose Awareness Day was held on Thursday August 31, 2023. This year's theme was "We See You" and together with our partners at Alliance for Living, we started the day with a premiere of the NLC CARES team thank you video to our community. The video speaks to and touches everyone in the community that has been impacted by the overdose epidemic and features some of our local faith leaders, businesses, and local political figures that have been assisting and supporting the work being done to help save a life by learning how to administer Narcan (Naloxone).

Our day in community began at the Mashantucket Pequot Reservation where the NLC CARES team was able to table at one of the employee cafeterias and have conversations about what this day meant, what we do locally, and the support offered at the Mashantucket Pequot reservation with a new Peer Navigator now there. We spoke with the EMT's, Human Resources Training Department, casino employees, and new hires who were a very receptive audience, and we were given the opportunity to do additional training for staff in the future. Then to Williams Park in New London where the memorial tent was set up to remember those we have lost, speakers from the NLC CARES team gave comments, a naloxone training was provided, and a mother who lost a child to an overdose reflected on their life, their smile, their caring heart and how they loved. This was a moment of tears, smiles and laughter for many that were there.

The evening sent the NLC CARES team in separate directions. In Stonington team members joined the First Selectman, State Senator Somers, the Stonington Borough Fire Department, Stonington Public Schools, the Stonington Police Department and community members to mark Overdose Awareness Day and have unveil the first 24/7 naloxone distribution box in Stonington.

Other team members participated in the Community Speaks Out event at Ocean Beach while a third group supported Chatham Health District's efforts to get the message out in their community about overdose and how to save a life with naloxone. All of the towns were provided resource information about the NLC CARES program, Peer Navigators, locations of emergency naloxone boxes and how to contact the team for support.

Margaret Lancaster, mlancaster@llhd.org

FOLLOW US ON FACEBOOK AND INSTAGRAM
@oat_sect

National Immunization Awareness Month

August was National Immunization Awareness Month - dedicated to promoting on-time vaccination for people of all ages and celebrating the 4-5 million deaths prevented by vaccines worldwide each year. This year LLHD celebrated by hosting social media campaign called "Wellness Wednesdays" highlighting different vaccine related messages. LLHD promoted a media toolkit to 87 healthcare providers and pharmacists and hosted a "lunch and learn" for 67 pediatricians and other providers on the topic of respiratory syncytial virus (RSV) and the new vaccines and monoclonal antibody products to prevent it among adults, pregnant women and infants. To learn more, watch this short clip - Preventing RSV in Babies: A Scientific Milestone; certainly, RSV is a disease you will be hearing more about. Education materials were provided at New London food pantry sites and in collaboration with local farmers markets in Niantic, Ledyard, Groton and New London, LLHD provided community outreach, speaking to hundreds of residents about the vaccines across all ages and distribute COVID test kits. *Cindy Barry, cbarry@llhd.org*

Public Health Nursing in the Community

In addition to leading the COVID response, the public health nursing team has been busy with other disease surveillance and response, including Mpox, Vibrio, Tuberculosis, and foodborne illnesses. We continue to host ongoing blood pressure screening events at various locations, and are putting plans in place for respiratory disease season. We will be offering free flu and COVID-19 vaccines for ages 6+, prioritizing outreach to underserved populations through small mobile clinics and events organized with community partners. *Mary Day, mday@llhd.org*

Beach Water Program

Labor Day Weekend marked the close of Ledge Light's 2023 beach water sampling season. We had five samplers on the ground every week for the last 15 weeks sampling 45 beaches throughout East Lyme, Groton, Waterford, New London, Stonington, Ledyard and Old Lyme.
Of those 45 areas, there are just three bodies of fresh water – the rest are marine bathing areas. There are different thresholds of bacteria that establish acceptable water quality standards for fresh water versus marine water, and different bacteria for which the water is being tested. Fresh water is tested for E. Coli while marine water is tested for enterococcal bacteria. Any results above the respective thresholds are considered to be at a concentration that could adversely affect human health and would trigger a swimming advisory and/or beach closure issued by LLHD.

Vibrio hit the headlines this year due to at least three confirmed cases of the infection in our state. Vibrio can cause infection via consumption of contaminated, raw, or undercooked shellfish, or by sustaining an injury while exposed to marine water. It can also enter the bloodstream through an open wound that was not properly covered before entering the water. While LLHD does not test marine water for the vibrio bacteria, the State of CT Bureau of Aquaculture, a division of the State's Department of Agriculture, *does* test various shellfish beds throughout the state. Connecticut shellfish have never been linked to any vibrio vulnificus infections. The bacteria itself is naturally occurring and lives in coastal and brackish water. Infections are extremely rare, and people who are at the greatest risk are those with weakened immune systems and the elderly. Next year, LLHD plans to revamp our beach page on our website, returning with our interactive map of sample locations, as well as adding an FAQ section to address our most common inquiries (including vibrio!).
Danielle Holmes, dholmes@llhd.org

Black Health Collective: Group Therapy

The Black Health Collective—an action team of the Health Improvement Collaborative of SECT, has been very busy implementing elements of our mental health campaign this summer. The centerpiece of this effort has been our collaboration with artist Frank Colmenares, whose album "Beautiful Trauma" explores themes related to domestic violence, mental health and healing. Through a unique performance experience we call "Group Therapy" Mr. Colmenares shares his music and then participates in therapy in real-time and with audience interaction. The goal of this effort is to normalize discussions about mental health and breakdown misperceptions about therapy. We are grateful to Mr. Colmenares, the band, and therapist Jewell Jones for sharing their gifts at performances at The Garde Arts Center, Sailfest and The Telegraph this summer and are looking for opportunities to continue and expand the reach of this project. *Stephanye Clarke, sclarke@llhd.org*

FOLLOW US ON FACEBOOK
@BlackHealthCollectiveNLC

Groton Community Center Project

Through a grant from the National Parks and Recreation Association we have been collaborating with Groton Parks and Recreation on developing a Wellness Hub at the Groton Community Center. Our focus throughout the summer months has been gathering community feedback on the type of services that members are interested in obtaining at the Community Center. LLHD Health Program Coordinator Karl Jennings, Groton Community Ambassador Neelam Talati, along with LLHD Community Health Workers Lizbeth Polo-Smith and Amparo Bustamante have successfully connected with community members at several sponsored survey events held in Groton. Over 200 surveys were completed by community members via digital and paper applications.

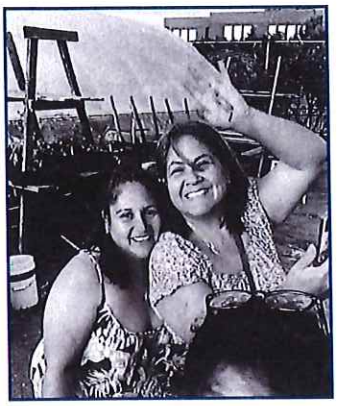
In addition to community feedback surveys, our partnership offered nutrition education sessions at Thrive 55+. LLHD Health Program Coordinator Veronica Mallqui held six interactive 1-hour workshops throughout the summer. Those who attended the sessions were highly motivated and eager to learn about food and nutrition. The workshops allowed community members to learn how to read nutrition facts labels; how to shop on a budget; and how to choose foods lowest in salt, sugar, and saturated fats. Some of the feedback received from these workshops included, "I am now reading the Nutrition Label when I go shopping" and "I now compare the foods to select the best option". *Karl Jennings, kjennings@llhd.org. and Veronica Mallqui Reyes, vmallqui@llhd.org*

Academic Detailing on Opioid Safety (ADOPS)

Our Academic Detailing on Opioid Safety program is focused on reaching prescribers and pharmacists in Eastern CT. We are offering brief, focused modules with an emphasis on increased knowledge and behavior change. Available modules include prescription monitoring, naloxone, medications for opioid use disorder, pain management and having difficult conversations. We are seeking interested providers to participate in the program. Our program assistant, UCONN School of Pharmacy student Tiffany Vicente, has been with us helping us conduct provider outreach. Continuing education credits and incentives (depending on employer policy) are available. Referrals are welcome! *Carolyn Wilson, cwilson@llhd.org*

MUJERES ENTRE CULTURAS (WOMEN BETWEEN CULTURES)

The work with immigrant women in the community continues for now with activities in areas such as parks and playgrounds, gardening at FRESH and trips to the beach.



In these last months we have been working with driver's licenses, we have helped them collect all their documentation, address changes, obtain their passports, and proof of their residency in Connecticut. A total of 30 immigrants applied for the license; unfortunately only one could give take the exam because we found many obstacles regarding the proof of residency. We have made new appointments for each of the applicants and sought how to obtain more proof of residency. We are helping immigrants to have their passports and identifications from their countries of origin so it facilitates the procedures they must do here, (DMV, healthcare, schools, obtain savings accounts in banks, changes of address, registration in the Libraries to access the different programs for children, recreation department, etc.). To help more community members navigate these systems we have created a "map" where we indicate each step to follow to start their new life in this country.

In recent months we have seen an increase in cases of domestic violence, which in most cases are not treated as quickly as we would like and this causes anxiety and fear in women. The biggest obstacle in these cases is the lack of knowledge of the laws and their rights regardless of a individual's immigration status. We have heard four lawsuits in both the New London and Norwich courts; all of them in favor of women victims of violence.

We are supporting some church communities with donations of clothes, furniture, diapers, which we collect from some organizations or from people who always help us by giving us these things. We have also held classes including "Stop the Bleed" to help build capacity in our community members to respond to emergencies.

For the month of July, August and September, we have the events of raising the flags of the different countries, for which we work together with the organized groups of each country and the city towns. We are also getting ready for Hispanic Heritage Month, which will include the women serving lunch at the Community Meal Center as well as a number of community celebrations. We will have a "multicultural event" where women who have participated in the crafts workshops will offer everything they have done and learned, there will also be a walk of typical costumes where they will show their clothes and tell us about what each costume means. For this event we have sponsors who can have an information table and will donate some gifts to be raffled that day.

We continue to follow up on families twice a week, for this we make appointments with them and visit them in their homes and talk about how the processes they are doing are going and we see what their most urgent needs are and if necessary we make medical appointments or in organizations with which they have services.

Lizbeth Polo-Smith, lpolosmith@llhd.org and Amparo Bustamante, abustamante@llhd.org

FOLLOW US ON FACEBOOK AND INSTAGRAM
@mujeresentreculturas

Summer Means Temp Events!

We've had so far 246 temp event vendors for this summer. Some of the events that we have had and will have are Sailfest, North Stonington Fair, Garlic Festival, Taste of Mystic, American Food Truck Festival, Celebrate East Lyme, Tour de Lyme & Farmer Markets. LLHD team members work to make sure all vendors have appropriate food safety plans and practices in order to reduce the chance of food borne illness from these fun events.

Tyler Do-Taylor, tdotaylor@llhd.org

Grant Management

During the past fiscal year, July 2022 through June 2023, LLHD received and managed twenty-seven grants awarded from the federal and state government and foundations totaling $3.35 million. Utilizing these funds, we administered and managed thirty-three sub-contracts to local health departments and community partners totaling $1.02 million. We also managed memorandums of agreement and donations to LLHD totaling $630 thousand acquired from LLHD Member Municipalities, staff speaking stipends, community organizations and individual contributions received over the past two years.

Catherine Dragoo, cdragoo@llhd.org

Happy "Knight-iversary"

We celebrate and acknowledge the hard work and dedication of the LLHD team members! Each one of the "Ledge Light Knights" is an integral part of our team working with each other and community partners to promote healthy communities.

June
George Calkins, 15 years

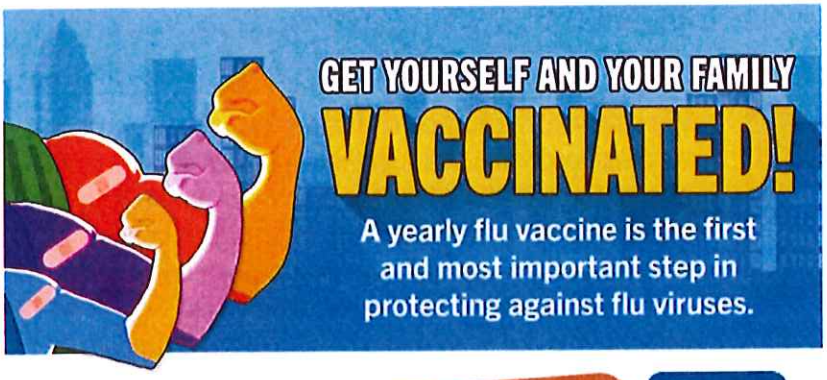
July
Kris Magnussen, 15 years

August
Mike Bibens, 12 years
Kim Hamley, 5 years

September
Helen Adap, 2 years
Katie Baldwin, 15 years
Melissa Edmonson, 2 years

FOLLOW US ON SOCIAL MEDIA

@ledgelighthd



Please visit www.LLHD.org for our schedule of upcoming vaccination clinics.

#FIGHT FLU

CDC

LLHD
Ledge Light Health District

Join our Community Email List

Get our newsletter and important updates sent directly to your inbox. Email us at eharrison@llhd.org.

Newsletter Designer & Editor: Estelle Harrison
Editor: Jennifer Muggeo

LLHD HIGHLIGHTS

Keeping Up with Your Health Department

November 2023 — Issue 2

Director's Corner

Happy November!

Jennifer Muggeo
Director of Health

Well, it seems like it is finally really and truly autumn; after a few almost 80 degree days last week we've had our first frost and consistently cooler temperatures. It's a good time to do a health check on your heating equipment and ensure proper ventilation and other safety measures are working. If you need assistance paying for heat this winter please contact our friends at TVCCA to enroll in the energy assistance program—call them at 860.425.6681 or go online to tvcca.org/energy-assistance.

It's also a good time to remember that although it's cooler now it's not consistently cold, which means we should still be on the lookout for ticks! Ticks may be active any time the temperature is above 40°F, so while you're enjoying the changing leaves use tick protection strategies to stay safe. You can find them on our website at llhd.org or pick up a pamphlet at our office.

Finally, many of us have holiday meal planning on our minds! We hope that everyone enjoys a safe, healthy and happy holiday season and avoids foodborne illness by following good practices when defrosting, preparing, cooling and storing all the delicious food your family traditions call for. We'll be sharing easy to follow guidelines on our website and social media the week of Thanksgiving so check them out before you get cooking!

On behalf of the team,

Jen

Jennifer Muggeo, jmuggeo@llhd.org

INSIDE THIS ISSUE

- Anniversaries
- Follow Us on Social Media
- Groton Alliance for Substance use Prevention
- Lead Poisoning Prevention
- Ledyard Prevention Coalition
- Medical Reserve Corps
- Mujeres Entre Culturas
- Public Health Nursing in the Community
- Radon Awareness Month

Did you miss Issue 1 of LLHD Highlights? Find it on our website at https://tiny.llhd.org/Issue1

We're so grateful for our community partnerships! "Cross-sector collaboration" sounds jargony but it's what we call the simple and common sense approach of different organizations bringing resources and expertise together in service of our community. In October, we met our colleagues from Uncas Health District at Backus Hospital to receive a donation of flu vaccines and EpiPens. The hospital resources of vaccines combined with the health district resources of mobile health services means that more people in our region will be protected against the flu this season! Thank you Backus Hospital!

Jennifer Muggeo, jmuggeo@llhd.org

LLHD
Ledge Light Health District

216 Broad Street New London , CT 06320 · 860.448.4882 · www.LLHD.org

Lead Poisoning Prevention

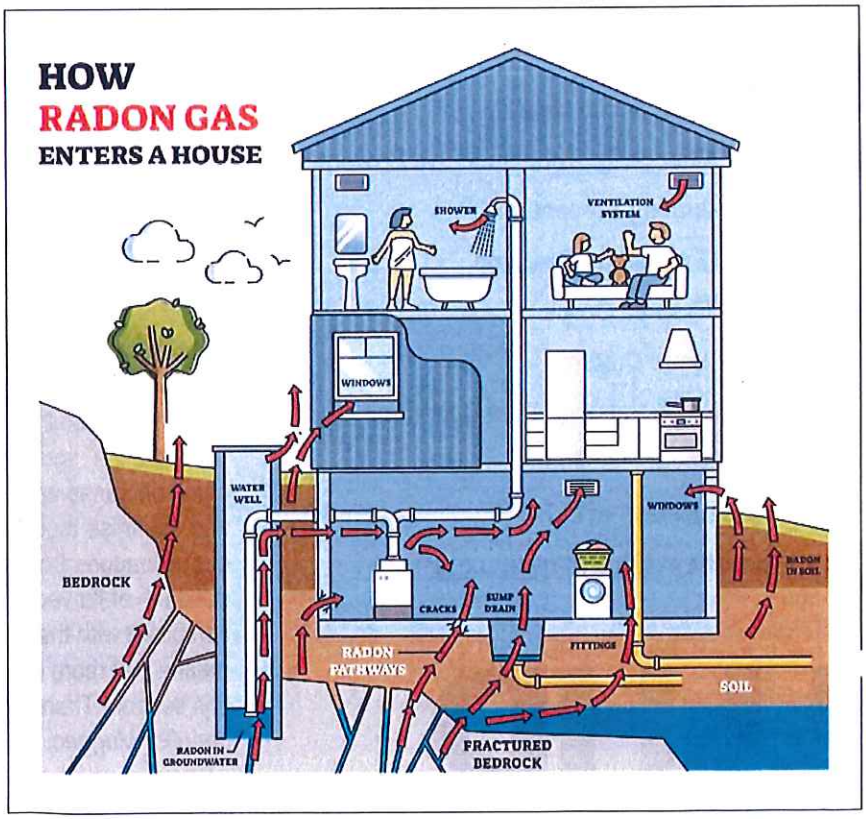
October 22-28 was National Lead Poisoning Prevention Week but we think about lead poisoning prevention all year long! Even though it was banned as an additive in paint in 1978, lead is still very much present in our environment. Homes that were built before 1978 are at a greater risk of containing many lead painted surfaces—it is estimated that at least 71% of all homes in Connecticut were built before 1980 meaning that there is a high potential for exposure in our communities. While lead poses a risk to persons of all ages, children under the age of 6 are at the highest risk as lead affects brain development. That's why Connecticut has mandated that all children are screened each year between 9 and 35 months of age. The capillary screening process consists of a prick to the finger or heel in the pediatrician's office and results are usually presented immediately. If a child has a capillary screening result of 3.5 µg/dL or greater, the pediatrician will require the child to have a lead venous (in the arm) draw at a laboratory. If you reside in a home that was built before 1978 and have children under the age of 6, call your pediatrician today to discuss having your child tested for lead!

Ledge Light Health District has a robust staff of environmental health professionals who are committed to preventing lead poisoning among children in Connecticut. If you have concerns about your home and lead paint, LLHD inspectors are certified to assess risks of lead in homes and can assist you in identifying potential lead hazards. An inspector will conduct a site visit and perform a visual and environmental assessment of your space. The inspector will provide education on lead hazards and prevention. If you are interested in a home risk assessment, please contact us at 860-448-4882 to schedule an in-home lead risk assessment. *Katie Baldwin, kbaldwin@llhd.org*

In this picture Katie Baldwin, Supervisor of Regulated Facilities and Housing, is collecting a dust wipe of a floor in a home. She places the wipe in a clean tube which is then sent to the lab to be analyzed for lead content in the floor dust. The result should be less than 10 µg/ft2.

Radon Awareness Month

January is National Radon Awareness Month! Radon is a naturally occurring odorless, tasteless and radioactive gas released into homes from rock, soil and water from the breakdown of uranium. Since you cannot see or taste the gas, the only way to know if it is present in your home is to test! On January 2, 2024, Ledge Light Health District will commence our 7th year participating in the State of Connecticut Annual Radon Partnership Program. We are anticipating receiving 50 radon test kits which will be available to residents free of charge on a first come, first served basis. The test kit includes the short test kit, instructions on testing and a pre-paid envelope to mail the test kit directly to the laboratory. Please contact Tyler Do-Taylor at 860-448-4882 ext. 1346 to obtain a free test kit. For technical and basic radon questions, please contact Supervisor of Regulated Facilities and Housing, Katie Baldwin at 860-448-4882 ext. 1319. *Katie Baldwin, kbaldwin@llhd.org*



Public Health Nursing in the Community

It is the busiest time of the year for public health nurses! Since September, LLHD has been providing flu shots for residents ages 6 and up. We have administered 194 flu vaccines so far this season with more to go. We have small clinics arranged with community partners, as well as some larger events open to the public. We also vaccinate homebound residents. While we get many inquiries to host clinics, we focus efforts on outreach to underserved populations. Our goal is to minimize or eliminate barriers to vaccine access such as cost, health insurance status, proximity, and convenience. So far this season, we have done vaccination events with New London Adult Education, Alliance for Living, Church of the City, Waterford Farmer's Market, New London Community Meal Center, New London Homeless Hospitality Center, New London Senior Center, Hispanic Alliance of SECT, Waterford Farmer's Market, Alliance for Living, and Old Lyme VNA, and we will continue to schedule events into the winter. We are also assisting the Naval Submarine Base with a four-day mass vaccination event in November.

LLHD has purchased a small amount of COVID-19 vaccine to administer to our homebound residents. We've also received a small amount of free COVID vaccine through the State of Connecticut Childhood Vaccine Program and the Center for Disease Control and Prevention Bridge Program. Vaccines provided through these programs are for adults who self-attest that they are uninsured or underinsured and for children ages six and up. LLHD will not be doing mass COVID vaccination clinics for the public, but individuals who meet the above criteria can schedule vaccination appointments with one of our public health nurses. LLHD will also help to connect any community member with COVID vaccine appointments at pharmacies and with their primary care providers. Please contact us at 860.448.4882 for more information or assistance.

These immunization activities would not be possible without the help and support of our Medical Reserve Corps volunteers. Thank you to the LLHD MRC Unit for your service!

Mary Day, mday@llhd.org

Boost your safety this holiday season! Vaccines are available to protect us from illnesses including, pneumococcal disease, respiratory syncytial virus (RSV), flu and COVID. Contact us for more information and help finding a vaccine!

Medical Reserve Corps

Our Medical Reserve Corps volunteers can be found doing blood pressure checks, helping at the New London Food Pantry, and vaccinating folks against flu and COVID. If you came to any of our many vaccine clinics over the past few years, one of our volunteers gave you your shot. We have 147 volunteers, who are medical and non-medical, but we have a core group of about 30 that always sign up to work. Last year our volunteers contributed 2,387 hours providing services to our communities.

Recently, on a very rainy and windy Saturday, 21 of our volunteers assisted the Old Lyme VNA in giving 200 flu shots in a drive-thru clinic. MRC volunteers assisted with traffic monitoring, greeting, and vaccinating.

In November, some of our physicians, nurses, and pharmacists will be at the submarine base vaccinating 4,000 sailors and staff against flu. The base clinic does not have the manpower to vaccinate so many. Even though we have to be on the base at 0530, that hasn't kept our volunteers from signing up.

Anyone interested in joining our MRC unit, please sign up via https://ctresponds.ct.gov/

Kris Magnussen, kmagnussen@llhd.org

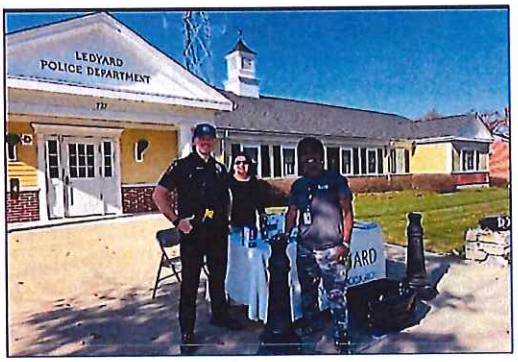
FOLLOW US ON FACEBOOK @LLHDMRC

Youth Substance Use Prevention

The start of the school year has meant a ramp up of activities for youth prevention coalitions across the region. LLHD facilitates the prevention coalitions in Ledyard and Groton, which have been very busy coordinating with community partners to increase protective factors to keep young people safe and healthy!

Ledyard Prevention Coalition (LPC)

The LPC recently completed year 7 of our 10-year Drug Free Communities funding from the CDC. In October, we launched *Take it To the Box Radio Campaign* on WBMW and WJJF. The Campaign ran for the month of October and concluded with National Prescription Drug Take Back Day on October 28th at the Ledyard Police Department. Thank you to Chief Rich, Principal Amanda Fagan, Mayor Allyn, Parks and Recreation Director, Scott Johnson and Ledyard Town Council Member, Gary Paul for participating in the campaign.



Our 2023 Ledyard Youth Survey Report has been completed. This survey is a tool to measure practices and attitudes related to substance use among the town's young people. Results are used to develop appropriate prevention and intervention strategies for youth and for general comparisons with regional and national statistics. Youth in grades 6 through 12 participated in the survey.

FOLLOW US ON SOCIAL MEDIA @ledyardprevents

LEDYARD PREVENTION COALITION

An abbreviated version of the report will be distributed to the community in November. Overall, we are seeing positive results such as: increased rate of harm of using substances, increased difficulty in obtaining substances, and increased disapproval rate of using substances by friends.

The LPC continues to collaborate with Ledyard Youth and Social Services to facilitate the Ledyard Juvenile Review Board. This year the Juvenile Review Board has seen 9 cases between October 1, 2022 through September 30, 2023.

Other highlights include:

- Implemented a parent education campaign, "Talk They Hear You" this campaign was created by SAMHSA.
- Participated in several events including National Night Out, Farmer's Markets, and Mashantucket Pequot Tribal Nation's Suicide Prevention Event.
- Recruited 30 Ledyard Middle School students and provided a leadership program at Waterford Country School's Ropes Course and Nature Farm.
- Provided substance prevention education classes at the Ledyard Parks and Recreation Department as part of their summer program.

Kerensa Mansfield, kmansfield@llhd.org and Karl Jennings, kjennings@llhd.org.

Groton Alliance For Substance use Prevention (GASP)

GASP
Groton Alliance for Substance use Prevention

Groton Alliance For Substance use Prevention (GASP) is funded largely by the CT DMHAS part B grant focused on underage drinking prevention. The two risk factors we are addressing are family norms and retail availability. With our partners, this summer we focused on surveillance and enforcement of establishments that sell or serve alcohol. We are developing our new Project 21 materials that promote policies and practices that that may prevent underage sales and service. This summer and back to school season, we have been focused on family outreach and parent recruitment. By building our contact list, we can have a larger, more meaningful reach in Groton.

Carolyn Wilson, cwilson@llhd.org

FOLLOW US ON SOCIAL MEDIA @groton_prevents

MUJERES ENTRE CULTURAS
(WOMEN BETWEEN CULTURES)

Culture, social connectedness, and celebrations are important parts of a healthy and well community! During the months of September and October we celebrated Hispanic Heritage Month (Sep 15-Oct 15) in three towns for the first time! Thank you to the community partners in New London, Waterford and Groton who hosted events and created opportunities for women of different nationalities to participate with typical dances and showing their crafts and their representative dresses. We also recognized Hispanic businesses and individuals who are actively involved in helping the Hispanic community.

As another part of our Hispanic Heritage Month celebration, and with thanks to the Community Foundation of Eastern Connecticut, we hosted a deal of meals at the New London Community Meals Center. Our group so enjoyed sharing their time and food with the guests of the Meal Center!

Upcoming November Events and Women Across Cultures Workshops, open to the community:

- Culture Week at Mohegan Sun Casino: November 13th - 17th
- Knitting groups (every Friday) with a scarves and hats project to donate to a community organization.
- Nutrition Workshop
- Event for the fight against gender-based violence
- Dance workshops

Contact us to learn more!

Lizbeth Polo-Smith, lpolosmith@llhd.org
Amparo Bustamante, abustamante@llhd.org

FOLLOW US ON FACEBOOK AND INSTAGRAM
@mujeresentreculturas

Happy "Knight-iversary"

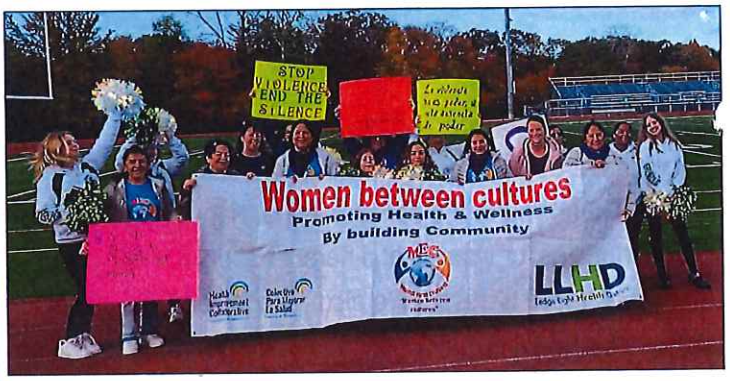
We celebrate and acknowledge the hard work and dedication of the LLHD team members! Each one of the "Ledge Light Knights" is an integral part of our team working with each other and community partners to promote healthy communities.

October

Amparo Bustamante, 1 year
Dawn DeStefano, 3 years

November

Wendy Brown-Arnold, 9 years
Patti Myers, 7 years
Nisha Patel, 5 years
Charlene Swink, 7 years



Domestic Violence Awareness Month

October is Domestic Violence Awareness Month and on October 22, LLHD joined hundreds of other community members for the Safe Futures walk at Waterford High School. If you or someone you know are experiencing domestic violence, please know that LLHD, Safe Futures and the community stand ready with resources and support. You can learn more at safefuturesct.org or call their 24/7 confidential hotline at 860.701.6001 or text CT Safe Connect at 888.774.2900. All services are free and confidential.

Join our Community Email List

Get our newsletter and important updates sent directly to your inbox. Email us at eharrison@llhd.org.

Newsletter Designer & Editor: Estelle Harrison
Editor: Jennifer Muggeo

Follow Us on Social Media

@ledgelighthd

LEDGE LIGHT
HEALTH DISTRICT

SERVING THE FOLLOWING TOWNS IN SOUTHEASTERN CONNECTICUT:

GROTON, EAST LYME, LEDYARD, LYME, NORTH STONINGTON, OLD LYME, STONINGTON, WATERFORD; THE CITIES OF GROTON AND NEW LONDON; AND THE BOROUGH OF STONINGTON

BASIC FINANCIAL STATEMENTS
AS OF JUNE 30, 2022

TOGETHER WITH

INDEPENDENT AUDITORS' REPORT,

REQUIRED SUPPLEMENTARY INFORMATION,

OTHER SUPPLEMENTARY INFORMATION,

FEDERAL SINGLE AUDIT REPORTS AND

STATE SINGLE AUDIT REPORTS

HFM HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

LEDGE LIGHT HEALTH DISTRICT
TABLE OF CONTENTS
JUNE 30, 2022

	Page
INDEPENDENT AUDITORS' REPORT	1
MANAGEMENT'S DISCUSSION AND ANALYSIS	4-7
BASIC FINANCIAL STATEMENTS	
Government-Wide Financial Statements	
Statement of Net Position	8
Statement of Activities	9
Fund Financial Statements	
Balance Sheet – Governmental Fund	10
Reconciliation of Governmental Fund Balance Sheet to the Government-Wide Statement of Net Position – Governmental Activities	11
Statement of Revenues, Expenditures, and Changes in Fund Balances – Governmental Fund	12
Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances of the Governmental Fund to the Statement of Activities	13
Notes to Financial Statements	14-29
REQUIRED SUPPLEMENTARY INFORMATION	
Budgetary Comparison Schedule – General Fund	30
Schedule of Employer Contributions – Town of Groton Retirement System	31
Schedule of Changes in Net Pension Liability and Related – Town of Groton Retirement System	32

LEDGE LIGHT HEALTH DISTRICT
TABLE OF CONTENTS
JUNE 30, 2022

	Page
FEDERAL SINGLE AUDIT REPORTS	
Federal Internal Control and Compliance Reports	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	33
Independent Auditors' Report on Compliance for Each Major Program and on Internal Control over Compliance Required by the Uniform Guidance	35
Schedule of Expenditures of Federal Awards	
Schedule of Expenditures of Federal Awards	38
Note to Schedule of Expenditures of Federal Awards	39
Schedule of Federal Findings and Questioned Costs	40
Summary Schedule of the Status of Prior Federal Audit Findings	42
STATE SINGLE AUDIT REPORTS	
State Internal Control and Compliance Reports	
Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*	43
Independent Auditors' Report on Compliance for Each Major State Program and Report on Internal Control over Compliance Required by the State Single Audit Act	45
Schedule of Expenditures of State Financial Assistance	
Schedule of Expenditures of State Financial Assistance	48
Note to Schedule of Expenditures of State Financial Assistance	49
Schedule of State Findings and Questioned Costs	50
Summary Schedule of the Status of Prior State Audit Findings	52

INDEPENDENT AUDITORS' REPORT

HFM HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA
Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

INDEPENDENT AUDITORS' REPORT

To the Board of Health of
Ledge Light Health District
Norwich, Connecticut

REPORT ON THE AUDIT OF THE FINANCIAL STATEMENTS

Opinions

We have audited the accompanying financial statements of the governmental activities and the major fund of the Ledge Light Health District (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the District as of June 30, 2022, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

1041 Poquonnock Road • Groton, CT • 06340 • T: 860-536-9685 • F: 860-536-9684 • office@mysticcpa.com

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the District's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 4-7, the budgetary comparison information on page 30 and the pension schedules on pages 31-32 be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the District's basic financial statements. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and the schedule of expenditures of state financial assistance, as required by the Connecticut State Single Audit Act, are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the schedule of expenditures of federal awards and the schedule of expenditures of state financial assistance are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated February 22, 2023, on our consideration of the District's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control over financial reporting and compliance.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut
February 22, 2023

LEDGE LIGHT HEALTH DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2022

BASIC FINANCIAL STATEMENTS

Our discussion and analysis of the Ledge Light Health District's (the District) financial performance provides an overview of the District's financial activities for the fiscal year ended June 30, 2022; as such, it should be read in conjunction with the District's audited financial statements. The District's financials consist of two series of financial statements: Government-wide and Fund Financial Statements.

1. Government-wide Financial Statements: These statements, which include the Statement of Net Position and the Statement of Activities, provide information about the activity of the District as a whole. These statements also present a longer-term view of the District's finances by presenting all assets, liabilities, net position, revenues, and expenses on the *accrual basis of accounting*, which is similar to the accounting methods used by many private-sector companies.

   For purposes of the Government-wide Financial Statements, the District has the following activities:

   a) Governmental Activities – All of the District's health services are reported here. These activities are financed primarily through annual per capita funding from the State of Connecticut and member towns; specific federal, state, and local grants; and permit and other fees assessed.

2. Fund Financial Statements: For governmental activities, these statements present how the services provided by the District were financed in the short term as well as what remains for future spending. Additionally, these statements report the District's activities in greater detail by highlighting the District's only fund – the General Fund. The District's General Fund is classified as the following type of fund:

   Governmental Fund – All of the District's basic services are reported as a governmental fund, which focuses on how money flows into and out of the fund and the balances left at year-end that are available for spending. This fund is reported using the *modified accrual basis of accounting*, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed short-term view of the District's general government operations. These statements help you to determine whether there are more or fewer financial resources that can be spent in the near future to finance the District's operations. We describe the relationship (or differences) between governmental *activities* (reported in the government-wide financial statements) and government *funds* in a reconciliation at the bottom of the fund financial statements.

LEDGE LIGHT HEALTH DISTRICT
MANAGEMENT'S DISCUSSION AND ANALYSIS
FOR THE YEAR ENDED JUNE 30, 2022

CONDENSED GOVERNMENT-WIDE STATEMENTS

Presented below is a condensed version of the government-wide financial statements.

Statement of Net Position

	Governmental Activities		
	2022	2021	Change
Current assets	$2,487,476	$2,303,665	$183,811
Capital assets, net	541,529	363,761	177,768
Deferred outflows of resources	100,818	39,037	61,781
Total assets and deferred outflows of resources	$3,129,823	$2,706,463	$423,360
Current liabilities	$1,161,458	$ 916,911	$244,547
Noncurrent liabilities	480,592	326,736	153,856
Deferred inflows of resources	-	86,555	(86,555)
Total liabilities and deferred inflows of resources	1,642,050	1,330,202	311,848
Net position			
Invested in capital assets	541,529	363,761	177,768
Unrestricted	946,244	1,012,500	(66,256)
Total net position	1,487,773	1,376,261	111,512
Total liabilities, deferred inflows of resources, and net position	$3,129,823	$2,706,463	$423,360

Overall, total net position *increased* from the prior fiscal year by $111,512, resulting primarily from the availability of numerous federal grants, including funding related to COVID 19. The overall *increase* in current assets and liabilities results from an *increase* in unspent grant funds on hand at year-end. Significant capital outlays (those in excess of $5,000) are being recorded as District capital assets and are being depreciated over their estimated useful lives. The District made significant capital outlays during the fiscal year which included vehicles and interior building renovations. Capital assets presented here are shown net of their accumulated depreciation. Net position has been separated into two categories on the District's financial statements: 1) Invested in capital assets and 2) Unrestricted net position. Because capital assets are not very liquid (i.e. easily converted to cash), the District's equity in these assets has been separated and labeled as such. Unrestricted net position, however, represents the liquid portion of the District's net position that can be used to finance daily operations without constraints.

CONDENSED GOVERNMENT-WIDE STATEMENTS *(Continued)*

Statement of Activities

	Governmental Activities		Increase
	2022	2021	(Decrease)
Program revenues			
Charges for services	$ 436,497	$ 531,595	$ (95,098)
Operating grants and contributions	4,741,737	3,711,648	1,030,089
General revenues			
Interest and other	5,130	10,859	(5,729)
Investment income (loss)	(16,650)	3,564	(20,214)
Gain on sale of capital asset	2,757	-	2,757
Total revenues	5,169,471	4,257,666	911,805
Program expenses			
Health services	5,057,959	4,120,921	937,038
Total expenses	5,057,959	4,120,921	937,038
Change in net position	111,512	136,745	(25,233)
Net position, beginning of year	1,376,261	1,239,516	136,745
Net position, end of year	$ 1,487,773	$ 1,376,261	$ 111,512

As mentioned previously, the District's net position *increased* $111,512 from the prior fiscal year primarily resulting from an *increase* in operating grants and contributions earned throughout the fiscal year. Charges for services *decreased* as the surge from the COVID-19 business re-openings waned. The District's investments *decreased* in value as the overall securities market experienced losses in 2022.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND

As of June 30, 2022, the District's only governmental fund, the General Fund, reported an ending fund balance of $940,049, a *decrease* of $278,668 in comparison with the prior year. The *decrease* in fund balance was the result of year-end grants receivable that were not collected soon enough to be considered "available" for revenue recognition and therefore were deferred at year-end. The total amount of unavailable revenue at year-end was $385,969. The District's management expects to recognize this revenue in the subsequent year as the receivables are collected.

FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUND *(Continued)*

General Fund Budgetary Highlights

There were no amendments to the District's budget. Overall actual expenditures were *over* budget by $1,705,388 and revenues came in *ahead* of budget by $1,507,433. Both variances were attributable to greater than expected federal grant funding during the year.

CAPITAL ASSET AND DEBT ADMINISTRATION

Capital Assets

At June 30, 2022, the District had over $770,000 invested in various capital assets as listed below:

	Governmental Activities
Construction in process	$ 31,300
Buildings and improvements	527,915
Equipment	38,819
Vehicles	172,486
Total	$ 770,520

Construction in process of $31,300 consists of costs incurred for a new building generator that was not in service at year-end. During the year ended June 30, 2022, the District also purchased three new vehicles and made significant building interior renovations.

Noncurrent Liabilities

The Ledge Light Health District's noncurrent liabilities consist of compensated absences (accrued vacation time) owed to District employees as of June 30, 2022, as well as a net pension liability related to its participation in the Town of Groton Retirement System. More detailed information on the District's capital assets and noncurrent liabilities is presented in the notes to the financial statements.

NEXT YEAR'S BUDGET AND RATES

In April 2022, the Ledge Light Health District adopted a $3,910,146 budget for the 2022-2023 fiscal year using a per capita rate of $7.59 for member towns.

CONTACTING THE DISTRICT'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, customers, investors, and creditors with a general overview of the District's finances and to show accountability for the money it receives. If you have questions about this report or need additional financial information, contact the District Office at Ledge Light Health District, 216 Broad Street, New London, Connecticut 06320.

LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF NET POSITION
JUNE 30, 2022

ASSETS AND DEFERRED OUTFLOWS OF RESOURCES

	GOVERNMENTAL ACTIVITIES
CURRENT ASSETS	
Cash and cash equivalents	$ 1,583,820
Investments	122,808
Receivables	766,803
Prepaid expenses	14,045
Total current assets	2,487,476
NONCURRENT ASSETS	
Capital assets, non-depreciable	31,300
Capital assets, net of accumulated depreciation	510,229
Total noncurrent assets	541,529
Total assets	3,029,005
DEFERRED OUTFLOWS OF RESOURCES	
Differences between expected and actual experience	22,122
Changes of assumptions	18,897
Net difference between projected and actual earnings on pension plan investments	59,799
Total deferred outflows of resources	100,818
Total assets and deferred outflows of resources	$ 3,129,823

LIABILITIES AND NET POSITION

CURRENT LIABILITIES	
Accounts payable	$ 335,570
Accrued expenses	46,571
Unearned revenue	779,317
Total current liabilities	1,161,458
NONCURRENT LIABILITIES	
Due within one year	14,449
Due in more than one year	466,143
Total noncurrent liabilities	480,592
Total liabilities	1,642,050
NET POSITION	
Invested in capital assets	541,529
Unrestricted	946,244
Total net position	1,487,773
Total liabilities and net position	$ 3,129,823

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2022

Functions / Programs	Expenses	Program Revenues: Charges for Services	Program Revenues: Operating Grants and Contributions	Net (Expense) Revenue and Change in Net Position: Governmental Activities
GOVERNMENTAL ACTIVITIES				
Health services	$ (5,057,959)	$ 436,497	$ 4,741,737	$ 120,275
	$ (5,057,959)	$ 436,497	$ 4,741,737	
GENERAL REVENUES				
Interest and other				5,130
Investment income (loss)				(16,650)
Gain on sale of capital asset				2,757
Total general revenues				(8,763)
Change in net position				111,512
NET POSITION, beginning of year				1,376,261
NET POSITION, end of year				$ 1,487,773

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
BALANCE SHEET
GOVERNMENTAL FUND
JUNE 30, 2022

ASSETS

	GENERAL FUND
ASSETS	
Cash and cash equivalents	1,583,820
Investments	122,808
Receivables	766,803
Prepaid expenditures	14,045
Total assets	$ 2,487,476

LIABILITIES, DEFERRED INFLOWS OF RESOURCES, AND FUND BALANCE

LIABILITIES	
Accounts payable	335,570
Accrued expenses	46,571
Unearned revenues	779,317
Total current liabilities	1,161,458
DEFERRED INFLOWS OF RESOURCES	
Revenues - unavailable	385,969
Total deferred inflows of resources	385,969
FUND BALANCE	
Nonspendable	14,045
Committed	1,220,000
Unassigned	(293,996)
Total fund balance	940,049
Total liabilities, deferred inflows of resources, and fund balance	$ 2,487,476

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
RECONCILIATION OF THE GOVERNMENTAL FUND BALANCE SHEET TO THE GOVERNMENT-WIDE STATEMENT OF NET POSITION
JUNE 30, 2022

Total fund balance	$	940,049
Amounts reported for *governmental activities* in the statement of net position are different because:		
Capital assets used in governmental activities are not financial resources and therefore not reported in the fund financial statements.		541,529
Other assets are not available to pay for current-period expenditures and therefore are deferred or excluded from the fund financial statements:		
Differences between expected and actual experience		22,122
Changes of assumptions		18,897
Net difference between projected and actual earnings on pension plan investments		59,799
Deferred inflows - unavailable revenues		385,969
Long-term liabilities are not due and payable in the current period and therefore not reported in the fund financial statements:		
Compensated absences		(144,680)
Net pension liability		(335,912)
Net position of governmental activities	$	1,487,773

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE
GOVERNMENTAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	GENERAL FUND
REVENUES	
Town contributions	1,142,295
Permits and fees	436,497
Federal, state, and private grants	3,381,511
Interest income	5,130
Investment income (loss)	(16,650)
Total revenues	4,948,783
EXPENDITURES	
Current	
Health services	5,012,003
Capital outlay	218,205
Total expenditures	5,230,208
Deficiency of revenues over expenditures	(281,425)
OTHER FINANCING SOURCES	
Proceeds from sale of capital asset	2,757
Total other financing sources	2,757
Deficiency of revenues and other financing sources over expenditures	(278,668)
FUND BALANCE, beginning of year	1,218,717
FUND BALANCE, end of year	$ 940,049

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE OF THE GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021

Net change in fund balances - total governmental funds	$ (278,668)
Government funds report capital outlays as expenditures. However, in the statement of activities the cost of those assets is allocated over their useful lives and reported as depreciation expense. This is the amount by which capital additions ($218,205) exceeded depreciation ($40,437) in the current period.	177,768
Certain expenses in the statement of activities do not require the use of current financial resources and are therefore not reported in the fund financial statements, including:	
Increase in net pension liability	(196,117)
Decrease in deferred outflows - expected and actual experience	(4,975)
Increase in deferred outflows - Changes of assumptions	6,958
Increase in deferred outflows - net difference between projected and actual earnings on pension plan investments	59,799
Decrease in deferred inflows - net difference between projected and actual earnings on pension plan investments	85,796
Decrease in deferred inflows - Changes of assumptions	759
Decrease in compensated absences	42,261
Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds. This is the increase in unavailable grant income during the year.	217,931
Change in net position of governmental activities	$ 111,512

The accompanying notes are an integral part of these financial statements

LEDGE LIGHT HEALTH DISTRICT
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2022

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Ledge Light Health District (the District) was organized on April 19, 1993 pursuant to Chapter 368f of the Connecticut General Statutes. The District serves the Towns of Groton, East Lyme, Ledyard, Lyme, North Stonington, Old Lyme, Stonington, Waterford, the Cities of Groton and New London, and the Borough of Stonington, Connecticut. Appointed representatives from each municipality comprise the District's Board of Health.

The District was created to preserve and improve the status of public health in southeastern Connecticut by (1) upholding and enforcing (a) the Public Health Code of the State of Connecticut and (b) such ordinances and regulations as may be adopted by the Board; and (2) working with other providers of health services in the District to better coordinate existing programs and to plan and implement new health programs.

The District's financial statements are prepared in accordance with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The more significant accounting policies established in GAAP and used by the District are discussed below.

REPORTING ENTITY

The Ledge Light Health District consists of all significant funds, agencies, boards, commissions and authorities over which the District exercises oversight responsibility. Oversight responsibility was determined on the basis of financial interdependence, selection of governing authority, designation of management, ability to significantly influence operations, accountability for fiscal matters and scope of public service. The District is not included in any other governmental "reporting entity" as defined by GASB pronouncements.

BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS

The District's basic financial statements include both government-wide (reporting the District as a whole) and fund financial statements (reporting the District's major funds). Both the government-wide and fund financial statements categorize its health service activities as governmental.

In the government-wide Statement of Net Position, the governmental activities column (a) is presented on a consolidated basis, and (b) is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables as well as long-term debt and obligations. The District's net position is reported in two parts – invested in capital assets and unrestricted net position.

The government-wide Statement of Activities reports both the gross and net cost of the District's health services function. This function is also supported by general government revenues (interest earnings, etc). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating, and capital grants.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

BASIC FINANCIAL STATEMENTS – GOVERNMENT-WIDE STATEMENTS *(Continued)*

Program revenues must be directly associated with the function. The net costs by function are normally covered by general revenue (interest income, etc). The District does not allocate indirect costs. This government-wide focus is more on the sustainability of the District as an entity and the change in the District's net position resulting from the current year's activities.

When both restricted and unrestricted resources are available for use, it is the District's policy to use restricted resources first, then unrestricted resources as needed.

BASIC FINANCIAL STATEMENTS – FUND FINANCIAL STATEMENTS

The financial transactions of the District are reported in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, deferred outflows of resources, liabilities, deferred inflows of resources, fund balance, revenues, and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the District:

1) Governmental Funds:

The focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental funds of the District:

a) General Fund is the general operating fund of the District. It is used to account for all financial resources.

When an expenditure is incurred for a purpose for which amounts in any unrestricted fund balance category could be used, restricted fund balances are considered to have been spent first, followed by committed, assigned, and unassigned fund balances.

BASIS OF ACCOUNTING

Basis of accounting refers to the point at which revenues or expenditures/expenses are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1) Accrual: Governmental activities in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

BASIS OF ACCOUNTING (*Continued*)

2) Modified Accrual: The governmental funds financial statements are presented on the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recorded when susceptible to accrual; i.e. both measurable and available. "Available" means collectible within the current period or within 60 days after year-end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this general rule is that principal and interest on general obligation long-term debt, if any, is recognized when due.

INVESTMENTS

The District reports its investments using the fair value measurement guidelines established by accounting principles generally accepted in the United States of America. These guidelines recognize a three-tiered fair value hierarchy as outlined below:

Level 1: Quoted prices for identical investments in active markets

Level 2: Observable inputs other than quoted prices

Level 3: Unobservable inputs

PREPAID EXPENSES/EXPENDITURES

Certain payments to vendors reflect costs applicable to future accounting periods, and are recorded as prepaid items using the consumption method in both the government-wide and fund financial statements. Reported amounts are equally offset by nonspendable fund balance in the fund financial statements, which indicates that these amounts do not constitute "available spendable resources" even though they are a component of current assets.

CAPITAL ASSETS

Capital assets purchased or acquired with an original cost of $5,000 or more are reported at historical cost or estimated historical cost. Donated capital assets are recorded at their estimated fair value at the date of donation. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives (expressed in years):

Building and improvements	25
Equipment	5 - 10
Vehicles	5 - 10

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

ALLOWANCE FOR DOUBTFUL ACCOUNTS

Based upon prior experience, management believes all receivables are fully collectible and that an allowance for doubtful accounts is not necessary.

DEFERRED OUTFLOWS/INFLOWS OF RESOURCES

In addition to assets, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *Deferred Outflows of Resources*, represents the consumption of net position or fund balance that applies to a future period and so it will not be recognized as an expense or expenditure until then. For the year ended June 30, 2022, the District had deferred outflows related to its pension resulting from differences between expected and actual experience, projected and actual earnings on pension plan investments, and from changes in actuarial assumptions (see *Note 7*). In addition to liabilities, the statement of net position and the governmental fund balance sheet will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *Deferred Inflows of Resources*, represents an acquisition of net position or fund balance that applies to a future period and so it will not be recognized as revenue until then.

For the year ended June 30, 2022, the District had receivables in connection with various grants receivable which were considered unavailable for revenue recognition and were therefore presented as deferred inflows of resources at June 30, 2022. These are discussed further in *Note 3*. The District also had deferred inflows related to its participation in an agent multiple employer defined benefit pension plan, resulting from changes in actuarial experience and actuarial assumptions. These are discussed further in *Note 7*.

UNEARNED REVENUES

Unearned revenues are reported as liabilities in the government-wide and fund financial statements when assets are recognized before the related revenue recognition criteria have been satisfied. In the District, this consists of grants received before the eligibility and performance requirements have been met.

COMPENSATED ABSENCES

The liability for compensated absences reported in the government-wide financial statements consists of unpaid, but earned vacation pay balances. Expenditures and liabilities related to these obligations are recognized in the governmental fund financial statements when they mature such as upon the termination of employment. Compensated absences are reported as noncurrent liabilities in the government-wide statement of net position.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

NET PENSION LIABILITY

The net pension liability is measured as the portion of the actuarial value of projected benefits that is attributed to past periods of employee service in the District's agent multiple employer defined benefit pension plan, net of the pension plan's fiduciary net position.

FUND EQUITY AND NET POSITION

In the government-wide financial statements, net position is classified in the following categories:

Invested in Capital Assets, Net of Related Debt – This category groups all capital assets into one component of net position. Accumulated depreciation and the outstanding balances of debt that are attributable to the acquisition, construction, or improvement of these assets reduce this category.

Restricted Net Position – This category represents the net position of the District, which are subject to constraint that are either a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or b) imposed by law through constitutional provisions or enabling legislation.

Unrestricted Net Position – This category represents the net position of the District, which are not restricted for any project or other purpose.

In the fund financial statements, fund balances of governmental funds are composed of five classifications designed to disclose the hierarchy of constraints placed on how fund balance can be spent.

Nonspendable Fund Balance – This classification includes amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. The District's nonspendable fund balance relates to its prepaid expenditures.

Restricted Fund Balance – This classification includes amounts that are restricted to specific purposes externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or imposed by law.

Committed Fund Balance – This represents the portion of fund balance that can only be used for specific purposes imposed by the District's highest level of decision making authority (the Board of Health).

Assigned Fund Balance – This classification includes amounts that are intended for a particular purpose, but are neither Restricted nor Committed. In the District, these are monies set aside at the suggestion of the District's Finance Committee.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

FUND EQUITY AND NET POSITION *(Continued)*

Unassigned Fund Balance – This represents amounts that are available for any purpose. It is the residual classification in the General Fund.

BUDGETS

The District adopts an annual budget for the General Fund by April 30th of each year. The budget is presented on the modified accrual basis of accounting which is consistent with accounting principles generally accepted in the United States of America with the exception that allocations of overhead to grant programs are reported as both revenues and expenditures. The following procedures are followed in establishing the budgetary data reflected in the financial statements:

1) The District's Director of Health prepares the annual budget for presentation to the Board of Health.

2) The Board of Health holds a public hearing on the proposed budget, where it is formally approved.

3) The Board of Health may make amendments to the budget, but any actions which would increase the member towns' contributions by more than seven percent (7%) requires a public hearing.

USE OF ESTIMATES

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

APPLICATION OF ACCOUNTING STANDARDS

For the year ended June 30, 2022, the following accounting pronouncement became effective. The District implemented such pronouncements, where applicable:

GASB Statement 87, *Leases* - This statement establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset.

NOTE 1- SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(Continued)*

SUBSEQUENT EVENTS

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through February 22, 2023, the date that the financial statements were available to be issued. No subsequent events were identified.

NOTE 2- CASH, CASH EQUIVALENTS, AND INVESTMENTS

The District's cash and cash equivalents are considered to be cash on hand, demand deposits, and short-term investments with original maturities of three months or less from the date of acquisition.

Deposits - The District does not have a policy for deposits. The District also does not have a custodial credit risk policy. However, as a practice, the District follows Connecticut State Statutes. The State of Connecticut requires that each depositor maintain segregated collateral in an amount equal to a defined percentage of its public deposits based upon the bank's risk based capital ratio.

Cash Equivalents / Investments - The District does not have a custodial credit risk policy with regard to cash equivalents, investments, or related credit risk for debt securities, however it is the District's practice to follow Connecticut State Statues (CGS). CGS Section 7-400 permit municipalities and local governments to invest in: (1) obligations of the United States and its agencies; (2) highly rated obligations of any state of the United States or of any political subdivision, authority or agency thereof; and (3) shares or other interests in custodial arrangements or pools maintaining constant net asset values and in highly rated no-load open end money market mutual funds (with constant or fluctuating net asset values) whose portfolios are limited to obligations of the United States and its agencies, and repurchase agreements fully collateralized by such obligations. CGS Sections 3-27a to 3-27f permit the investment by the District in the shares of the Connecticut Short Term Investment Fund (STIF).

The STIF is a money market investment pool managed by a division of the State of Connecticut's Treasurer's Office. Investments must be made in instruments authorized by the State's CGS using guidelines adopted by the State Treasurer. The fair value of the position in the pool is the same as the value of the pool shares and investments held by the fund and are stated at amortized cost. STIF is rated by Standard & Poor's at AAAm, its highest rating for money funds and investment pools.

Interest Rate Risk - The District does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from interest rate increases. Generally, the District does not invest in any long-term investment obligations.

NOTE 2- CASH, CASH EQUIVALENTS, AND INVESTMENTS *(Continued)*

The following is a summary of cash and cash equivalents at June 30, 2022:

	Carrying Amount
Deposit accounts	$ 1,548,241
Connecticut Short Term Investment Fund	35,579
Total cash and cash equivalents	$ 1,583,820

Concentration of Credit Risk – The carrying amount of the District's deposits with financial institutions was $1,548,241 and the bank balance was $1,778,901, of which $250,000 was covered by federal depository insurance, $177,890 was collateralized by securities held by the financial institution, and the balance of $1,351,011 was uninsured and uncollateralized at June 30, 2022.

The risk category for the District's shares in STIF cannot be determined since the District does not own identifiable securities, but invests as a shareholder of the investment pool.

The following is a summary of investments at June 30, 2022:

Investment Type	Average Credit Rating	Fair Value	Fair Value Measurements Level 1	Level 2	Level 3
Mutual Funds					
T Rowe Price Tax Free High Yield Fund	N/A	$ 64,641	$ 64,641	$ -	$ -
American Century Government Bond Fund	N/A	57,636	57,636	-	-
Federated Capital Reserves Money Fund	N/A	531	531	-	-
		$ 122,808	$ 122,808	$ -	$ -

The average credit rating for the District's investments in mutual funds cannot be determined since the District does not own identifiable securities, but invests as a shareholder of the funds.

Investment Type	Investment Maturities (Years) N/A	Less than 1	1-10	More than 10
Mutual Funds				
T Rowe Price Tax Free High Yield Fund	$ 64,641	$ -	$ -	$ -
American Century Government Bond Fund	57,636	-	-	-
Federated Capital Reserves Money Fund	531	-	-	-
	$ 122,808	$ -	$ -	$ -

NOTE 3- RECEIVABLES

At June 30, 2022, the District's receivables consisted of the following:

	Carrying Amount
Intergovernmental grants	$ 766,803
Total receivables	$ 766,803

Governmental funds report *deferred inflows of resources* in connection with receivables that are not considered to be available to liquidate liabilities of the current period. At June 30, 2022, the District's deferred inflows of resources in the fund financial statements consisted of the following:

	Revenues - Unavailable
Receivables	$ 385,969
Total deferred inflows of resources	$ 385,969

The District also defers revenue recognition in connection with resources that have been received, but not yet earned. These are recorded in the liability *unearned revenue* at June 30, 2022 in both the government-wide and fund financial statements. At June 30, 2022, the balance of unearned revenue totaled $779,317.

NOTE 4- CAPITAL ASSETS

Changes in capital assets for governmental activities for the year ended June 30, 2022 are as follows:

	Beginning Balance	Additions	Deletions	Ending Balance
Capital assets, not being depreciated				
Construction in process	$ -	$ 31,300	$ -	$ 31,300
Total capital assets, not being depreciated	-	31,300	-	31,300
Capital assets, being depreciated				
Buildings and improvements	436,964	90,951	-	527,915
Equipment	38,819	-	-	38,819
Vehicles	76,532	95,954	-	172,486
Total capital assets, being depreciated	552,315	186,905	-	739,220
Less: accumulated depreciation				
Buildings and improvements	145,349	17,479	$ -	162,828
Equipment	19,358	7,763	-	27,121
Vehicles	23,847	15,195	-	39,042
Total accumulated depreciation	188,554	40,437	-	228,991
Total capital asses, being depreciated, net	363,761	146,468	-	510,229
Governmental activities capital assets, net	$ 363,761	$ 177,768	$ -	$ 541,529

NOTE 4- CAPITAL ASSETS *(Continued)*

Depreciation expense of $40,437 was charged to Health Services for the year ended June 30, 2022.

NOTE 5- NONCURRENT LIABILITIES

A summary of noncurrent liabilities is as follows:

	Beginning Balance	Increases	Decreases	Ending Balance	Current Portion
Compensated absences	$ 186,941	$ -	$ (42,261)	$ 144,680	$ 14,449
Net pension liability	139,795	196,117	-	335,912	-
Total	$ 326,736	$ 196,117	$ (42,261)	$ 480,592	$ 14,449

NOTE 6- FUND BALANCE

At June 30, 2022, committed fund balances on the fund financial statements consisted of the following:

Purpose	Amount
Committed	
Operating deficits	$ 200,000
Workforce development	185,000
Vehicle replacements	160,000
Emergency response /PPE /Equipment	150,000
Capital improvements - 216 Broad Street	125,000
Accreditation / Strategic planning	100,000
Emergency operating expenses	100,000
Program development	100,000
Other employee paid time off	50,000
Future unemployment benefits	50,000
Total committed fund balance	$ 1,220,000

In addition to committed fund balance, the District has non-spendable fund balance of $14,045 representing it's investment in prepaid expenditures and net unassigned deficit fund balance of ($293,996) which it plans to restore through previously unavailable grant receivables.

NOTE 7- PENSION PLAN

The District participates in both a defined contribution and defined benefit plan. The defined benefit plan is closed to new employees, however, all eligible employees may participate in the salary deferral 457(b) plan.

NOTE 7- PENSION PLANS *(Continued)*

Defined Contribution Plan

District employees who work a minimum of thirty-two (32) hours per week are eligible for participation in the District's 457(b) salary deferral plan. The plan is administered though ICMA-RC and requires mandatory participation for all full-time employees. The District makes matching contributions in amounts not to exceed six-percent (6%) of the employees' gross pay. The matching contributions are deposited into the District's 401(a) plan and are subject to the following vesting schedule:

Years of Service Completed	% Vested
0 to 2 years	0%
2.1 to 4 years	50%
4.1 + years	100%

Length of service will include continuous service time to a District municipal member by a full-time employee transferred to the District from a municipality which joins the District or to the District by any part-time employee who becomes a full-time employee without a break in service. Contributions of unvested funds that are forfeited by employees leaving the District will be applied towards future District contributions made on behalf of other employees. For the year ended June 30, 2022, the District's matching contributions totaled $117,670. As of June 30, 2022, there were 31 participants in the plan.

Defined Benefit Plan

Certain employees who were employed with the District on January 1, 2008, may have elected to continue their participation in the Town of Groton Retirement System, an agent multiple employer Public Employee Retirement System (PERS Plan), administered by the Town of Groton's Retirement Board. The PERS Plan provides retirement, disability, and death benefits to plan members and beneficiaries. The Town of Groton (the Town)'s Charter provides the Town Council with the authority to establish and amend benefit provisions, by ordinance, through the Retirement Board. The PERS Plan is considered to be part of the Town's financial reporting entity and is included in the Town's financial reports as a pension trust fund. Those reports may be obtained by writing to the Finance Department of the Town of Groton, 45 Fort Hill Road, Groton, Connecticut.

The District is required to contribute at an actuarially determined rate. As a condition of the plan, participating employees will contribute four percent (4%) of their gross pay. District employees hired after January 1, 2008 are prohibited from participation in this plan. The District's required contributions to this plan totaled $30,000 for the year ended June 30, 2022 and were paid during that fiscal year. Pension expense (income) recognized for the year ended June, 30, 2022 was $77,781 under this plan. As of June 30, 2022, there was one current District employee and two retirees and/or beneficiaries receiving benefits, participating in the plan. PERS Plan benefits are calculated as 2% of average annual pay (for highest paid 3 years out of last 5 years) multiplied by the number of years of continuous service up to 30 years and 1.25% of average annual pay times years of continuous service in excess of 30.

NOTE 7- PENSION PLANS *(Continued)*

Defined Benefit Plan *(Continued)*

The PERS Plan's fiduciary net position has been determined on the same basis as that used by the plan. The PERS Plan's financial statements are prepared using the accrual basis of accounting. Plan member contributions are recognized when due and a formal commitment to provide the contributions has been made. Benefits and refunds are recognized when due and payable in accordance with the terms of the plan. The PERS Plan's investments are reported at fair value. Investment income is recognized as earned, and gains or losses on sales or exchanges of investments are recognized on the transaction date.

The District reported the following deferred outflows of resources and deferred inflows of resources in connection with the PERS Plan on the statement of net position as of June 30, 2022:

	Deferred Outflows	Deferred Inflows
Differences between expected and actual experience	$ 22,122	$ -
Changes of assumptions	18,897	-
Net difference between projected and actual earnings on pension plan investments	59,799	-
Total	$ 100,818	$ -

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the pension will be recognized in pension expense as follows:

Year ending June 30,	Expense
2023	$ 44,304
2024	17,237
2025	8,061
2026	31,216
	$ 100,818

Deferred outflows	$ 100,818
Deferred inflows	-
	$ 100,818

NOTE 7- PENSION PLANS *(Continued)*

Defined Benefit Plan *(Continued)*

The District's net pension liability for the year ended June 30, 2022 was derived as follows:

Total pension liability	$ 1,004,370
Less: Plan fiduciary net position	668,458
Net pension liability	$ 335,912

Total fiduciary net position as a percentage of the total pension liability	66.55%

The total pension liability was determined by an actuarial valuation as of July 1, 2021, rolled forward to June 30, 2022, using the following actuarial assumptions, applied to all periods included in the measurement:

Inflation	2.40%
Salary increases	Varies by age
Investment rate of return	7.00%

Mortality rates were based on the Pub-2010 Public Retirement Plans Amount-Weighted Mortality Tables projected to valuation date with Scale MP-2021. The actuarial assumptions used in the July 1, 2021 valuation were based on the 2014 Experience Study Report published in August 2014. The long-term expected rate of return on pension plan investments was determined using a building block method in which best-estimate ranges of expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. Best estimates of arithmetic real rates of return for each major asset class included in the pension plan's target asset allocation as of June 30, 2022 are summarized in the following table:

Asset Class	Long-Term Expected Real Rate of Return
U.S. large cap	5.10%
U.S. small cap	5.40%
Developed international equities	5.30%
Emerging international equities	6.40%
Core fixed income	1.10%
High-yield bonds	3.70%
Real estate (REITs)	4.20%

NOTE 7- PENSION PLANS *(Continued)*

Defined Benefit Plan *(Continued)*

The following was the plan's adopted asset allocation policy as of June 30, 2022:

Asset Class	Target Allocation
U.S. large cap	37.00%
U.S. small cap	7.00%
Developed international equities	11.00%
Emerging international equities	2.00%
Core fixed income	37.00%
High-yield bonds	3.00%
Real estate (REITs)	3.00%
	100.00%

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that plan member contributions will be made at the current contribution rate and that the District's contributions will be made at rates equal to the difference between actuarially determined contribution rates and the member rate. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments was applied to all periods of projected benefit payments to determine the total pension liability. If the District's discount rate was lowered to 6.00%, the net pension liability would increase to $441,764, while if the District's discount rate was increased to 8.00%, the net pension liability would decrease to $244,524. Changes in the net pension liability for the year ended June 30, 2022 were as follows:

	Total Pension Liability	Plan Fiduciary Net Position	Net Pension Liability
Balance, June 30, 2021	$ 921,627	$ 781,832	$ 139,795
2021-2022 changes:			
Service cost	10,959	-	10,959
Interest on total pension liability	65,868	-	65,868
Differences between expected and actual experience	29,096	-	29,096
Changes of assumptions	25,818	-	25,818
Employer contributions	-	30,000	(30,000)
Member contributions	-	5,734	(5,734)
Net investment income	-	(99,874)	99,874
Benefit payments, including employee contribution refunds	(48,998)	(48,998)	-
Administrative expenses	-	(236)	236
	82,743	(113,374)	196,117
Balance, June 30, 2022	$ 1,004,370	$ 668,458	$ 335,912

NOTE 8- RISK MANAGEMENT

The District is exposed to various risks of losses related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District has obtained coverage from commercial insurance companies and has effectively managed risk through various employee education and prevention programs. There have been no significant reductions in insurance coverage and settlements have not exceeded insurance coverage for each of the past three fiscal years. All risk management activities are accounted for in the general fund.

NOTE 9- EXPENDITURES IN EXCESS OF APPROPRIATIONS

For the year ended June 30, 2022, the following expenditures were in excess of their budgeted appropriations by the following amounts:

Personnel services	
Employee salary - core	$ 49,395
Employee salary - grants	507,859
Benefits/payroll taxes - grants	159,776
Non-personnel services	
Facilities, utilities, and vehicles	46,294
Supplies and equipment	283,147
Other administrative costs	157,092
Grant non-personnel	644,850

Total expenditures were over budget for the year in the amount of $1,705,388. Total revenues exceeded budgeted estimates by $1,507,433.

NOTE 10- BUDGET MODIFICATIONS

There were no budget modifications made for the year ended June 30, 2022.

NOTE 11- PRONOUNCEMENTS ISSUED, NOT YET EFFECTIVE

The Governmental Accounting Standards Board (GASB) has issued several pronouncements prior to June 30, 2022 that have effective dates that may impact future financial presentations.

Management has not currently determined what, if any, impact implementation of the following statements may have on the financial statements:

GASB Statement 91, Conduit Debt Obligations. This statement provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with: (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this statement are effective for reporting periods beginning after December 15, 2021 (the District's year ending June 30, 2023).

NOTE 11- PRONOUNCEMENTS ISSUED, NOT YET EFFECTIVE *(Continued)*

GASB Statement 94, Public-Private and Public-Public Partnerships and Availability Payment Arrangements. This statement improves financial reporting by addressing issues related to public-private and public-public partnership arrangements (PPPs). The requirements of this statement are effective for fiscal years beginning after June 15, 2022 (the District's year ending June 30, 2023).

GASB Statement 96, Subscription-Based Information Technology Arrangements. This statement provides guidance on the accounting and financial reporting for subscription-based information technology arrangements (SBITAs) for government end users. The requirements of this statement are effective for fiscal years beginning after June 15, 2022 (the District's year ending June 30, 2023).

GASB Statement 99 - Omnibus 2022. This statement address both select practice issues that have been identified during implementation and accounting and financial reporting for financial guarantees. Portions of the statement are effective upon issuance (April 2022), while others are effective for years beginning after June 15, 2022 or June 15, 2023 (the District's fiscal years ending June 30, 2023 and 2024, respectively).

GASB Statement 100 - Accounting Changes and Error Corrections. This statement enhances accounting and financial reporting requirements for accounting changes and error corrections to provide more understandable, reliable, relevant, consistent, and comparable information for making decisions or assessing accountability. This statement is effective for accounting changes and error corrections made in fiscal years beginning after June 15, 2023 (the District's fiscal year ending June 30, 2024).

GASB Statement 101 - Compensated Absences. This statement updates the recognition and measurement guidance for compensated absences. The requirements of this statement are effective for fiscal years beginning after December 15, 2023 (the District's fiscal year ending June 30, 2025).

LEDGE LIGHT HEALTH DISTRICT
BUDGETARY COMPARISON SCHEDULE
GENERAL FUND
FOR THE YEAR ENDED JUNE 30, 2022

	ORIGINAL BUDGET	BUDGET ADJUSTMENTS	FINAL BUDGET	ACTUAL	VARIANCE WITH FINAL BUDGET POSITIVE (NEGATIVE)
REVENUES					
Member per capita	$ 1,142,295	$ -	$ 1,142,295	$ 1,142,295	$ -
State per capita	250,583	-	250,583	391,300	140,717
Environmental health fees	390,000	-	390,000	428,409	38,409
Training/consulting/other services	20,000	-	20,000	8,088	(11,912)
Interest/program overhead - admin	2,500	-	2,500	5,130	2,630
Investment income (loss)	-	-	-	(16,650)	(16,650)
General & Administrative	103,260	-	103,260	-	(103,260)
Contracts/grants	1,532,712	-	1,532,712	2,990,211	1,457,499
Total revenues	3,441,350	-	3,441,350	4,948,783	1,507,433
EXPENDITURES					
Current - heath services					
Personnel services					
Employee salary - core	1,251,580	-	1,251,580	1,300,975	(49,395)
Benefits/payroll taxes - core	482,606	-	482,606	357,090	125,516
Employee salary - grants	687,337	-	687,337	1,195,196	(507,859)
Benefits/payroll taxes - grants	240,568	-	240,568	400,344	(159,776)
Non-personnel services					
Facilities, utilities, and vehicles	107,171	-	107,171	153,465	(46,294)
Supplies and equipment	57,900	-	57,900	341,047	(283,147)
Professional services	66,200	-	66,200	48,691	17,509
Other administrative costs	26,650	-	26,650	183,742	(157,092)
Grant non-personnel	604,808	-	604,808	1,249,658	(644,850)
Total expenditures	3,524,820	-	3,524,820	5,230,208	(1,705,388)
Excess (deficiency) of revenues over expenditures - budgetary basis	(83,470)	-	(83,470)	(281,425)	(197,955)
OTHER FINANCING SOURCES (USES)					
Proceeds from sale of capital asset	-	-	-	2,757	2,757
Total other financing sources (uses)	-	-	-	2,757	2,757
Excess (deficiency) of revenues over expenditures - GAAP basis	$ (83,470)	$ -	$ (83,470)	(278,668)	$ (195,198)
FUND BALANCE, beginning of year				1,218,717	
FUND BALANCE, end of year				$ 940,049	

See independent auditors' report

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EMPLOYER CONTRIBUTIONS
TOWN OF GROTON RETIREMENT SYSTEM
LAST 10 FISCAL YEARS OR SINCE INCEPTION OF GASB 68

	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Actuarially determined contribution	$ 30,000	$ 24,800	$ 19,900	$ 15,700	$ 13,200	$ 8,958	$ 8,971	$ 6,764	$ 9,556
Contributions in relation to the actuarially determined contribution	30,000	24,800	20,500	15,700	13,200	8,958	8,971	6,764	9,556
Contribution deficiency (excess)	$ -	$ -	$ (600)	$ -	$ -	$ -	$ -	$ -	$ -
Covered-employee payroll	134,616	127,535	122,630	112,203	105,474	101,308	90,125	89,652	120,539
Contributions as a percentage of covered-employee payroll	22.29%	19.45%	16.72%	13.99%	12.51%	8.84%	9.95%	7.54%	7.93%

Notes to Schedule

Valuation date:	July 1, 2021
Measurement date:	June 30, 2022
Actuarially determined rates are calculated as of June 30th, two years prior to the end of the fiscal year in which the contributions are reported.	
Methods and assumptions used to determine contribution rates:	
Actuarial cost method	Entry Age Normal
Amortization method	Normal Actuarial Cost
Remaining amortization period	18 years (Prior: 19 years)
Asset valuation method	Adjusted value of assets
Inflation	2.40%
Salary increases	Vary by age group
Investment rate of return	7.00%, net of pension plan investment expenses (prior 7.25%)
Retirement age	Age related table
Mortality	Pub-2010 Public Retirement Plans Amount-Weighted Mortality Tables (with separate tables for Public Safety), projected to the valuation date with Scale MP-2021. Prior: (Pub-2010 Public Retirement Plans Amount-Weighted Mortality Tables with separate tables for Public Safety), projected to the valuation date with Scale MP-2020.

See independent auditors' report

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF CHANGES IN NET PENSION LIABILITY AND RELATED
TOWN OF GROTON RETIREMENT SYSTEM
LAST 10 FISCAL YEARS OR SINCE INCEPTION OF GASB 68

	June 30, 2022	June 30, 2021	June 30, 2020	June 30, 2019	June 30, 2018	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014
Total pension liability:									
Service cost	$ 10,959	$ 10,578	$ 9,829	$ 8,959	$ 8,701	$ 7,714	$ 621,108	$ 7,181	$ 6,972
Interest on total pension liability	65,868	61,063	56,837	54,160	51,179	48,675	94,625	46,078	44,858
Differences between expected and actual experience	29,096	24,596	39,206	23,550	21,741	29,608	(651,642)	(7,730)	-
Changes in assumptions	25,818	18,648	(2,655)	14,387	(4,319)	5,161	(5,817)	23,355	-
Benefit payments, including employee contribution refunds	(48,998)	(48,998)	(42,468)	(37,804)	(37,804)	(37,804)	(37,804)	(37,804)	(35,815)
Net change in total pension liability	82,743	65,887	60,749	63,252	39,498	53,354	20,470	31,080	16,015
Total pension liability - beginning of year	921,627	855,740	794,991	731,739	692,241	638,887	618,417	587,337	571,322
Total pension liability - end of year	1,004,370	921,627	855,740	794,991	731,739	692,241	638,887	618,417	587,337
Plan fiduciary net position:									
Contributions - employer	30,000	24,800	20,500	15,700	13,200	8,958	8,971	6,764	9,556
Contributions - member	5,734	5,385	5,101	4,905	4,442	4,265	4,052	3,627	3,483
Net investment income	(99,874)	161,457	34,415	42,276	42,251	55,221	(380)	19,083	79,029
Benefit payments, including employee contribution refunds	(48,998)	(48,998)	(42,468)	(37,804)	(37,804)	(37,804)	(37,804)	(37,804)	(35,815)
Administrative expense	(236)	(203)	(284)	(203)	(251)	(179)	(172)	(212)	(321)
Net change in plan fiduciary net position	(113,374)	142,441	17,264	24,874	21,838	30,461	(25,333)	(8,542)	55,932
Plan fiduciary net position - beginning of year	781,832	639,391	622,127	597,253	575,415	544,954	570,287	578,829	522,897
Plan fiduciary net position - end of year	668,458	781,832	639,391	622,127	597,253	575,415	544,954	570,287	578,829
Net pension liability - end of year	$ 335,912	$ 139,795	$ 216,349	$ 172,864	$ 134,486	$ 116,826	$ 93,933	$ 48,130	$ 8,508
Plan fiduciary net position as a percentage of the total pension liability	66.55%	84.83%	74.72%	78.26%	81.62%	83.12%	85.30%	92.22%	98.55%
Covered-employee payroll	$ 134,616	$ 127,535	$ 122,630	$ 112,203	$ 105,474	$ 101,308	$ 90,125	$ 89,652	$ 120,539
Net pension liability as a percentage of covered-employee payroll	249.53%	109.61%	176.42%	154.06%	127.51%	115.32%	104.23%	53.69%	7.06%

See independent auditors' report

FEDERAL SINGLE AUDIT REPORTS

FEDERAL INTERNAL CONTROL AND COMPLIANCE REPORTS

HFM HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA
Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Health of
Ledge Light Health District
New London, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Ledge Light Health District (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 22, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of state findings and questioned costs as MW-2022-001, that we consider to be a material weakness.

1041 Poquonnock Road • Groton, CT • 06340 • T: 860-536-9685 • F: 860-536-9684 • office@mysticcpa.com

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards.*

THE DISTRICT'S RESPONSE TO FINDINGS

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the finding identified in our audit and described in the accompanying schedule of federal findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut
February 22, 2023

HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA
Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

To the Board of Health of
Ledge Light Health District
New London, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM

Opinion on Each Major Federal Program

We have audited Ledge Light Health District (the District's) compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the District's major federal programs for the year ended June 30, 2022. the District's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of federal findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the District's federal programs.

1041 Poquonnock Road • Groton, CT • 06340 • T: 860-536-9685 • F: 860-536-9684 • office@mysticcpa.com

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Hayt, Filippetti & Malaghan, LLC
Groton, Connecticut
February 22, 2023

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
FOR THE YEAR ENDED JUNE 30, 2022

Grantor; Pass-through Grantor; Program Title; Description	Pass-Through Entity Identifying Number	Federal CFDA Number	Grant Expenditures
U.S. DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES			
Indirect:			
Passed through the State of Connecticut Department of Public Health:			
Prev. Health Services Block Grant PPHF	2020-0058	93.758	$ 45,431
ECL - Epidemiology and Laboratory Capacity for Infectious Disease		93.323	569,571
Immunization Children	2021-0192	93.323	212,536
Public Health Emergency Prep	2019-0231	93.069	498,904
Public Health Emergency Prep	2019-0226	93.069	339,883
Opiod Overdose Crisis	2021-0038	93.138	183,021
Bioterrorism Hospital Preparedness	2019-0231	93.889	50,930
Bioterrorism Hospital Preparedness	2019-0226	93.889	58,503
IAP Covid Supplement	2021-0007	93.268	211,899
Immunization Action Plan	2021-0007	93.268	110,465
			2,281,143
Passed through the State of Connecticut Department of Mental Health and Addiction Services			
Opiod Academic Detailing	21MHA1055	93.243	8,200
Opiod Academic Detailing	21MHA1055	93.788	9,658
Opiod Academic Detailing	22MHA1101	93.788	8,553
Groton Alliance Substance Abuse Prevention	22MHA1020	93.959	125,000
Connecticut Promotes Recovey	21MHA6009	93.788	152,728
			304,139
Passed through the State of Connecticut Office of Health Strategy			
State Innovation Models	21OHS0010	93.624	48,751
Passed through Southeastern Regional Action Council			
Prevention and Treatment of Substance Abuse		93.959	19,294
Passed through National Association of County and City Health Officials			
Strengthening Public Health Systems	6NU38OT000306-04-02	93.421	50,000
Direct:			
Drug-Free Communities Support Program	1NH28CE003053-01	93.276	151,593
US DEPARTMENT OF TREASURY			
Indirect:			
Passed through the Town of East Lyme, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	12,257
Passed through the Town of Groton, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	19,066
Passed through the Town of Ledyard, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	9,533
Passed through the Town of Lyme, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	1,362
Passed through the City of New London, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	59,921
Passed through the Town of Old Lyme, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	5,447
Passed through the Town of Waterford, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	12,257
Passed through the Town of Stonington, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	12,257
Passed through the Groton Long Point Association, Inc.			
Coronavirus State and Local Fiscal Recovery Funds		21.027	340
Passed through the Borough of Stonington, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	1,021
Passed through the Town of North of Stonington, CT			
Coronavirus State and Local Fiscal Recovery Funds		21.027	2,724
			136,185
Total expenditures of federal awards			$ 2,991,105

The accompanying notes are an integral part of this schedule.

LEDGE LIGHT HEALTH DISTRICT
NOTE TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
JUNE 30, 2022

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of the District conform to accounting principles generally accepted in the United States of America as applicable to state and local governments.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

The accompanying schedule of expenditures of federal awards has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of federal awards is presented in accordance with the requirements Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period.

For performance-based awards, revenues are recognized to the extent of performance achieved during the grant period.

Ledge Light Health District has not elected to use the 10% de Minimis indirect cost rate.

SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued: Unmodified

Internal control over financial reporting:

- Material weakness(es) identified? ✓ Yes ____ No
- Significant deficiency(ies) identified? ____ Yes ✓ None reported

Noncompliance material to financial statements noted? ____ Yes ✓ No

FEDERAL AWARDS

Internal control over major programs:

- Material weakness(es) identified? ____ Yes ✓ No
- Significant deficiency(ies) identified? ____ Yes ✓ None reported

Type of auditors' report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with the Uniform Guidance ____ Yes ✓ No

Identification of major programs:

CFDA Number	Name of Federal Program	Expenditures	Federal Assistance
93.069	U.S. Department of Health and Human Services – Public Health Emergency Preparedness	$838,787	$838,787
93.889	U.S. Department of Health and Human Services – Bioterrorism Hospital Preparedness	$109,433	$109,433
93.323	U.S. Department of Health and Human Services – Enhanced Detection Cooperative Agreement	$782,107	$782,107

Auditee qualified as low-risk auditee? ____ Yes ✓ No

Dollar threshold used to distinguish between Type A and Type B program: $750,000

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF FEDERAL FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SECTION II – SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS REQUIRED UNDER GENERALLY ACCEPTED *GOVERNMENT AUDITING STANDARDS*

- We issued a report dated February 22, 2023 on compliance and on internal control over financial reporting based on an audit of financial statements performed in accordance with *Government Auditing Standards.*
- Our report on compliance indicated no reportable instances of noncompliance.
- Our report on internal control over financial reporting disclosed the following material weakness:

MW-2019-001 – Timely Bank Reconciliations

During our audit, we noted that bank statements were accumulated for the entire fiscal year before they were reconciled to the appropriate general ledger controls. Not reconciling the accounts on a monthly basis means that errors or other problems might not be recognized and resolved on a timely basis.

Recommendation: We recommend that all bank accounts of the District be reconciled on a monthly basis.

Management's Response: We agree with the material weakness as described. While we do regularly review the bank statements against activity as recorded in the general ledger, we recognize that it would be best if we formally reconcile the bank statements against the general ledger on a monthly basis. We have increased our financial staffing levels and are putting procedures in place that will assure that all credit card payments received are recorded in the general ledger on a monthly basis, which will allow the account to be reconciled in a timely manner.

SECTION III – FEDERAL AWARD FINDINGS AND QUESTIONED COSTS

- There were no findings or questioned costs reported.

LEDGE LIGHT HEALTH DISTRICT
SUMMARY SCHEDULE OF THE STATUS OF PRIOR FEDERAL AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2022

PRIOR YEAR AUDIT FINDINGS RESOLVED

None

PRIOR YEAR AUDIT FINDINGS REPEATED

MW-2019-001 Timely Bank Reconciliations (as MW-2022-001)

STATE SINGLE AUDIT REPORTS

STATE INTERNAL CONTROL AND COMPLIANCE REPORTS

HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA

Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

To the Board of Health of
Ledge Light Health District
New London, Connecticut

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Ledge Light Health District (the District), as of and for the year ended June 30, 2022, and the related notes to the financial statements, which collectively comprise the District's basic financial statements, and have issued our report thereon dated February 22, 2023.

REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING

In planning and performing our audit of the financial statements, we considered the District's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. We did identify a certain deficiency in internal control, described in the accompanying schedule of state findings and questioned costs as MW-2022-001, that we consider to be a material weakness.

1041 Poquonnock Road • Groton, CT • 06340 • T: 860-536-9685 • F: 860-536-9684 • office@mysticcpa.com

REPORT ON COMPLIANCE AND OTHER MATTERS

As part of obtaining reasonable assurance about whether the District's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

THE DISTRICT'S RESPONSE TO FINDINGS

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the finding identified in our audit and described in the accompanying schedule of state findings and questioned costs. The District's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on the response.

PURPOSE OF THIS REPORT

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the District's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the District's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Hoyt, Filippetti & Malaghan, LLC

Groton, Connecticut
February 22, 2023

HOYT FILIPPETTI & MALAGHAN LLC
CERTIFIED PUBLIC ACCOUNTANTS

Richard M. Hoyt, Jr., CPA PFS
Paul R. Filippetti, CPA
Terence J. Malaghan, CPA
K. Elise vonHousen, CPA
Susan K. Jones, CPA
Jason E. Cote, CPA
Dipti J. Shah, CPA
Fiona J. LaFountain, CPA
Stephanie F. Brown, CPA

INDEPENDENT AUDITORS' REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE STATE SINGLE AUDIT ACT

To the Board of Health of
Ledge Light Health District
New London, Connecticut

REPORT ON COMPLIANCE FOR EACH MAJOR STATE PROGRAM

Opinion on Each Major State Program

We have audited Ledge Light Health District's (the "District") compliance with the types of compliance requirements identified as subject to audit in the Office of Policy and Management's *Compliance Supplement* that could have a direct and material effect on each of the District's major state programs for the year ended June 30, 2022. The District's major state programs are identified in the summary of auditors' results section of the accompanying schedule of state findings and questioned costs.

In our opinion, the District complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major state programs for the year ended June 30, 2022.

Basis for Opinion on Each Major State Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States; and the State Single Audit Act (C.G.S Sections 4-230 to 4-236). Our responsibilities under those standards and the State Single Audit Act are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the District and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major state program. Our audit does not provide a legal determination of the District's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to the District's state programs.

1041 Poquonnock Road • Groton, CT • 06340 • T: 860-536-9685 • F: 860-536-9684 • office@mysticcpa.com

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the District's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the District's compliance with the requirements of each major state program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the State Single Audit Act, we:

- Exercise professional judgement and maintain professional skepticism throughout the audit

- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the District's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.

- Obtain an understanding of the District's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the State Single Audit Act, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any material weaknesses and significant deficiencies in internal control over compliance that we identified during the audit.

Other Matters

The results of our auditing procedures disclosed an instance of noncompliance, which is required to be reported in accordance with the State Single Audit Act and which is described in the accompanying schedule of findings and questioned costs as item 2022-001. Our opinion on each major state program is not modified with respect to this matter.

Government Auditing Standards requires the auditor to perform limited procedures on the District's response to the noncompliance finding identified in our compliance audit described in the accompanying schedule of findings and questioned costs. The District's response was not subjected to the other auditing procedures applied in the audit of compliance and, accordingly, we express no opinion on the response.

REPORT ON INTERNAL CONTROL OVER COMPLIANCE

A *deficiency in internal control over compliance* exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a state program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a state program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a state program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the State Single Audit Act. Accordingly, this report is not suitable for any other purpose.

Hayt, Filippetti & Malaghan, LLC
Groton, Connecticut
February 22, 2023

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2022

State Grantor; Pass-through Grantor; Program Title	State Grant Program Core-CT Number	Expenditures
NONEXEMPT PROGRAMS		
DEPARTMENT OF PUBLIC HEALTH		
Direct:		
Local and District Departments of Health	11000-DPH48500-17009	$ 391,300
X-Ray Screening and Tuberculosis Care	12004-DPH48666-16112	4,997
Total Direct		396,297
Indirect:		
Passed through the Uncas Health District		
Tobacco Cessation	12060-DPH48500-35386	3,915
Total Indirect		3,915
TOTAL STATE FINANCIAL ASSISTANCE		$ 400,212

The accompanying notes are an integral part of this schedule

LEDGE LIGHT HEALTH DISTRICT
NOTE TO SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE
FOR THE YEAR ENDED JUNE 30, 2022

NOTE A - ACCOUNTING BASIS

BASIC FINANCIAL STATEMENTS

The accounting policies of Ledge Light Health District (the District) conform to accounting principles generally accepted in the United States of America as applicable to state and local governments.

SCHEDULE OF EXPENDITURES OF STATE FINANCIAL ASSISTANCE

The accompanying schedule of expenditures of state financial assistance has been prepared on the accrual basis consistent with the preparation of the basic financial statements. Information included in the schedule of expenditures of state financial assistance is presented in accordance with regulations established by the State of Connecticut, Office of Policy and Management.

For cost reimbursement awards, revenues are recognized to the extent of expenditures. Expenditures have been recognized to the extent the related obligation was incurred within the applicable grant period and liquidated within 90 days after the end of the grant period.

For performance-based awards, revenues are recognized to the extent of performance achieved during the period.

SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SECTION I – SUMMARY OF AUDITORS' RESULTS

FINANCIAL STATEMENTS

Type of auditors' report issued:	Unmodified			
Internal control over financial reporting:				
○ Material weakness(es) identified?	✓	Yes		No
○ Significant deficiency(ies) identified?		Yes	✓	None reported
Noncompliance material to financial statements noted?		Yes	✓	No

STATE FINANCIAL ASSISTANCE

Internal control over major programs:				
○ Material weakness(es) identified?		Yes	✓	No
○ Significant deficiency(ies) identified?		Yes	✓	None reported
Type of auditors' report issued on compliance for major programs:	Unmodified			
Any audit findings disclosed that are required to be reported in accordance with Section 4-236-24 of the Regulations to the State Single Audit Act?		Yes	✓	No

The following schedule reflects the major program included in the audit:

State Grantor/Program	State Grant Program Identification Number	Expenditures
Department of Public Health:		
Local and District Departments of Health	11000-DPH48500-17009	$ 391,300

Dollar threshold used to distinguish between Type A and Type B program: $100,000

LEDGE LIGHT HEALTH DISTRICT
SCHEDULE OF STATE FINDINGS AND QUESTIONED COSTS
FOR THE YEAR ENDED JUNE 30, 2022

SECTION II– SUMMARY OF FINDINGS RELATED TO FINANCIAL STATEMENTS REQUIRED UNDER *GOVERNMENT AUDITING STANDARDS*

- We issued a report dated February 22, 2023 on internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed in accordance with *Government Auditing Standards.*

- Our report on compliance indicated no reportable instances of noncompliance.

- Our report on internal control over financial reporting disclosed the following material weakness:

MW-2022-001 – Timely Bank Reconciliations

During our audit, we noted that bank statements were accumulated for the entire fiscal year before they were reconciled to the appropriate general ledger controls. Not reconciling the accounts on a monthly basis means that errors or other problems might not be recognized and resolved on a timely basis.

Recommendation: We recommend that all bank accounts of the District be reconciled on a monthly basis.

Management's Response: We agree with the material weakness as described. While we do regularly review the bank statements against activity as recorded in the general ledger, we recognize that it would be best if we formally reconcile the bank statements against the general ledger on a monthly basis. We have increased our financial staffing levels and are putting procedures in place that will assure that all credit card payments received are recorded in the general ledger on a monthly basis, which will allow the account to be reconciled in a timely manner.

SECTION III – FINDINGS AND QUESTIONED COSTS RELATING TO STATE FINANCIAL ASSISTANCE

None

LEDGE LIGHT HEALTH DISTRICT
SUMMARY SCHEDULE OF THE STATUS OF PRIOR STATE AUDIT FINDINGS
FOR THE YEAR ENDED JUNE 30, 2022

PRIOR YEAR AUDIT FINDINGS RESOLVED

No prior year findings reported.

DEPT/AGENCY: **10102** **REGISTRARS OF VOTERS**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST
PERSONNEL COSTS						
51010	ELECTED OFFICIALS	50,805	47,848			54,497
51310	VOTER REGISTRATION	3,498	4,000			4,000
51320	ELECTION ACTIVITIES	16,932	7,345			14,870
51920	F.I.C.A	5,439	4,528			5,613
	SUBTOTAL	**76,674**	**63,721**	**0**	**0**	**78,980**
SERVICES						
52010	ADVERTISING	0	1			100
52020	POSTAGE	1,980	1,800			2,050
52040	SERVICE CONT. & REPAIRS	2,500	2,500			2,250
52050	DUES, CONF., & EDUCATION	800	1,680			1,710
52070	REIMBURSABLE EXPENSE	411	401			1,142
	SUBTOTAL	**5,691**	**6,382**	**0**	**0**	**7,252**
MATERIALS & SUPPLIES						
53020	OTHER SUPPLIES	10,519	9,384			10,293
	SUBTOTAL	**10,519**	**9,384**	**0**	**0**	**10,293**
EQUIPMENT						
54180	VOTING MACHINE	0	1			0
	SUBTOTAL	**0**	**1**	**0**	**0**	**0**
DEPARTMENT TOTAL		**92,884**	**79,488**	**0**	**0**	**96,525**

REGISTRAR OF VOTERS
FISCAL YEAR 2025 BUDGET

Town of Waterford

TO: Board of Selectmen

FROM: Bigi Ebbin, Patti Waters
Registrar of Voters

December 8, 2023

FY2025 BUDGET SUMMARY

Please find enclosed the Registrar of Voters' proposed budget for FY 2025.

This year we are budgeting for a Presidential election. This election will require fourteen days of Early Voting, to include twelve 8-hour days and two 12-hour days for a total of 120 additional hours that will require staffing in our office.

The State budget package that supports Early Voting includes a grant in the amount of $10,500 per municipality for costs related to implementing and conducting early voting, contingent on detailed intended use of the funds.

We have budgeted $6,000 for additional staffing during this period. Additional costs will include supplies such as secure ballot bags, locking bins and cabinets, etc.; as well as voter education regarding schedules and location.

Additionally, we will be required to reorganize and fortify our office for use as the early voting location. To that end, much of our office furniture has outlived its useful life and in some cases is broken and hazardous. We have budgeted an amount to purchase new desks to better serve us in our public facing office.

BUDGET FUNCTION

The Registrars of Voters are responsible for the administration of the election process, (which now encompasses early voting), the annual canvas, and the maintenance of the town's voter database.

In June 2023 Public Act 23-5 was approved which requires 14 days of early voting for general elections, 7 days of early voting for most primaries, and 4 days of early voting for special elections and presidential preference primaries. For the 2024 Federal Election this will require an additional 120 hours of staffing, adding a considerable workload to our office.

The annual canvas of electors is completed each year from January to May as required by law. The information is received from the NCOA (National Change of Address) that is supplied to us by the Post Office. An inactive list of voters is generated naming those voters who have not responded to the annual canvas. Periodically, we do a non-voting canvas to keep our records as accurate as possible. Connecticut is also a member of ERIC (Electronic Registration Information Center) which is an organization that assists states and towns to improve the accuracy of their voter rolls by comparing voter registries and other lists from state agencies such as the DMV. This is done concurrently with the aforementioned NCOA canvas. ERIC currently consists of 25 states.

The registrars attend ROVAC (Registrars of Voters Association of Connecticut) spring and fall conferences where we receive training and obtain credits towards our required continuing education. Our deputies attend one day so they can learn procedures, as well. We also attend most monthly New London County ROVAC meetings held in Montville and all necessary town meetings.

To prepare for Election Day we hire and train thirty to fifty poll workers depending on the needs of that year's election. Additionally, we will now require additional staffing to cover early voting. Our elections run in a two and four year cycle and our budgets are adjusted based on this cycle.

We register voters in person at our office, online through the CT Voter Registration System and online through the DMV. We keep our voter rolls accurate and current by incorporating changes due to in-town and out-of-town moves and the Department of Public Health 'Death Report'.

The current number of registered voters as of 11/30/2023 is 14,399.

Our office hours are Monday through Friday 9:30 to 12:30. Office hours are increased during the busy election months as needed.

BUDGET EXPLANATIONS BY CATEGORY

51010 ELECTED OFFICIALS

Pursuant to RTM action December 2023 an annual salary for each Registrar is as follows:

07/01/24 - 06/30/25 - $27,248.52

$27,248.52 x 2 Registrars = $ 54,497

51310 VOTER REGISTRATION

Staff for voter registration sessions, part-time clerical help during the canvass and elections. $ 4,000

51320 ELECTION ACTIVITIES

This budget contains a provision to fund personnel to work the Presidential Election of November 5, 2024.
It also includes stipend for conference attendance for Registrars and stipend for Moderator Training. Included in this line item is funding for early voting.

Conference attendance stipend @35/day x 4 days x 2 Registrars	$ 280
Conference attendance stipend @35/day x 1 day x 2 deputy registrars	$ 70
Mandatory Moderator Certification stipend 4 @$35	$ 140
Early voting	$6,000
Head Moderator (1)	$ 450
District Moderators 3 @ $320	$ 960
District Asst. Registrars 8 @ $270	$2,160
Official Checkers 8 @ $270	$2,160
Ballot Clerks 4 @ $240	$ 960
Tabulator Tenders 4 @ $240	$ 960
Absentee Ballot Moderator (1)	$ 125
Absentee Ballot Counters 6@ $80	$ 480
End of Night Reporting	$ 125

TOTAL: $14,870

51920 FICA

7.65% of $ 73,367= $ 5,613

GRAND TOTAL 51000 SERIES: $78,980

52010 ADVERTISING

Notices of legal registration sessions and deadlines mandated for publication in a local newspaper $ 100

52020 POSTAGE

Required: All mailings be first class postage. Mailings comprise letters of voter acceptance and any changes a voter has made. This also includes DMV notifications and reports to the Secretary of State. During canvass, there are letters of address verification and any address change service fees. Memory cards for the optical scan machines must be insured and return receipt requested for programming and audits. $ 2,050

52040 SERVICE CONTRACTS AND REPAIRS

$2,250 Annual cost of maintenance contract for the AccuVote optical scan tabulators = 10 machines @ $225.

$ 2,250

52050 DUES, CONFERENCES AND EDUCATION

$ 170 ROVAC - Dues for 2 Registrars and 2 Deputy Registrars
$1,040 Registrar of Voters Biannual State Conference $130/day x 8 days
$ 260 Registrar of Voters State Conference (one day) $130/day x 2 Deputy Registrars
$ 240 Training of Election Day Moderators 4 @ $60 $ 1,710

52070 REIMBURSABLE EXPENSES

$ 442 Mileage reimbursements for Registrars and staff for training, conferences, meeting attendance, poll set-up - 675 miles @ $.655/mi.
$ 700 Lunch and supplies for Election Day.

$1,142

GRAND TOTAL 52000 SERIES: $ 7,252

53020 OTHER SUPPLIES

$1306 Programming of Memory Cards for Presidential Election 2024:

6 races @ $21.00	$ 126
48 Voting Positions @ $10.50	$ 504
5 Districts @ $21	$ 105
6 Ballot Style @ $21	$ 126
20 Memory Cards @ $21	$ 420
Shipping and handling	$ 25
TOTAL:	$1306

$3900 Ballots for Presidential Election, $.30 x 13,000 (90% of registered voters as of 11/30/23)

Voter turnout history: **2016** 82%, **2020** 87%

$ 210 Code changes (the cost the printer charges to get codes from the memory cards)

$ 102 The cost to obtain data NCOA (national change of address) to conduct the annual canvass.

$ 275 Various election supplies including, batteries and ink for tabulators, ballot marking pens. Infoshred ($ 25x4).

$4,500 Other costs related to implementing and conducting early voting, including new desks

GRAND TOTAL 53000 SERIES: **$10,293**

GRAND TOTAL BUDGET REQUEST: **$96,525**

2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL								
10/11/2018	DEMOCRATIC REGISTRAR		N/A	26,912.16	27,248.52	N/A	27,248.52	2,084.51
2/2/2007	REPUBLICAN REGISTRAR		N/A	26,912.16	27,248.52	N/A	27,248.52	2,084.51
	TOTALS			**53,824.32**	**54,497.04**	**0.00**	**54,497.04**	**4,169.02**
51310 - VOTER REGISTRATION								
10/22/2020	DEPUTY REGISTRAR	2	$ 19.5558	1,974.00	2,033.80	N/A	2,033.80	155.59
VACANT	DEPUTY REGISTRAR	2	$ 18.5712	1,924.00	1,931.40	N/A	1,931.40	147.75
	TOTALS			**3,898.00**	**3,965.20**	**0.00**	**3,965.20**	**303.34**
51320 - ELECTION ACTIVITIES								
VARIOUS	POLLWORKERS		STIPEND	8,420.00	14,380.00	N/A	14,380.00	1,100.07
	TOTALS			**8,420.00**	**14,380.00**	**0.00**	**14,380.00**	**1,100.07**
51810 - OVERTIME				**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
51910 - FRINGE/F.I.C.A.							**0.00**	**0.00**
TOTALS				**66,142.32**	**72,842.24**	**0.00**	**72,842.24**	**5,572.43**
BUDGET TOTAL W/F.I.C.A							**78,414.67**	

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10117** **REPRESENTATIVE TOWN MEETING**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/4/23)	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	0	1			1	1	0	0.00%
51920	F.I.C.A	0	0		0	0	0	0	
	SUBTOTAL	**0**	**1**	**0**	**0**	**1**	**1**	**0**	**0.00%**
SERVICES									
52010	ADVERTISING	4,625	6,000			6,000	6,000	0	0.00%
52020	POSTAGE	13	50			50	50	0	0.00%
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852	0	0.00%
	SUBTOTAL	**17,490**	**18,902**	**0**	**0**	**18,902**	**18,902**	**0**	**0.00%**
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	0	0	0	0	0	0	
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0**	
DEPARTMENT TOTAL		**17,490**	**18,903**	**0**	**0**	**18,903**	**18,903**	**0**	**0.00%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: RTM 10117

FY2025
10117 REPRESENTATIVE TOWN MEETING

GENERAL REMARKS

The Waterford Representative Town Meeting is the legislative body of the town government. The RTM holds six regular meetings (of which the December meeting is the "Annual Meeting"), one usually extended budget session in May and occasional special meetings during the calendar year.

There are six standing committees which do much of the work of the RTM, meeting as necessary in order to conduct the work assigned to them by the moderator. The town clerk is the clerk of the RTM and most of the clerical work for meetings is handled by that office.

SERIES JUSTIFICATION

51000 SERIES
The Town Clerk will handle these duties as part of his salary. I do ask that the line remain funded in the case of a scheduling conflict or a conflict of interest.

52000 SERIES
52010 Advertising: RTM Call, public hearing notices, notice of legislation, etc.
52020 Postage: Committee correspondence, notices, special requests for minutes or agendas.
52050 Dues Conferences and Education: Service fees to Connecticut Conference of Municipalities, which is used by all town departments. CCM does not expect an increase, but still has not formally set its rate for FY23.

53000 SERIES
53010 Office Supplies: The costs of nameplates for new RTM members will come out of the town's general supplies.

BUDGETARY RESTRAINT

We will continue to use email and the Town Courier when appropriate to help reduce postage. Advertising continues to be a primary stressor.

TOWN OF WATERFORD
GENERAL FUND
2024-2025 PROPOSED BUDGET

DEPT/AGENCY: **10117** **REPRESENTATIVE TOWN MEETING**

LINE ITEM	DESCRIPTION	COLUMN 1 2022/2023 ACTUAL EXPENDED	COLUMN 2 2023/2024 RTM APPROP.	COLUMN 3 2022/2023 ADDITIONAL/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/24	COLUMN 5 2024/2025 DEPT/ AGENCY REQUEST	COLUMN 6 2022/2023 APPROVED BD/COMM.
PERSONNEL COSTS							
51210	CLERICAL/TECHNICAL	0	1			1	
51920	F.I.C.A						
	SUBTOTAL	**0**	**1**	**0**	**0**	**1**	**1**
SERVICES							
52010	ADVERTISING	4,626	6,000			6,000	6,000
52020	POSTAGE	14	50			50	50
52050	DUES, CONFERENCES, EDUC.	12,852	12,852			12,852	12,852
	SUBTOTAL	**17,492**	**18,902**	**0**	**0**	**18,902**	**18,902**
DEPARTMENT TOTAL		**17,492**	**18,903**	**0**	**0**	**18,903**	**18,903**

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886

PHONE: 860-442-0553
www.waterfordct.org

RECEIVED FOR RECORD
WATERFORD, CT
2023 DEC -8 P 2:44
ATTEST: TOWN CLERK

MINUTES
REPRESENTATIVE TOWN MEETING
Regular Meeting
December 4, 2023

First Selectman Robert Brule, Acting Moderator, called the December 4, 2023 Annual Meeting of the Representative Town Meeting to order at 7:00 P.M.

PLEDGE OF ALLEGIANCE

ROLL CALL
PRESENT: Kyrah Augmon-Bossa, Michael Bono, Jennifer Bracciale, Mark Campo, Harry Colonis (speaker phone), Mary Childs, Timothy Condon, Thomas J. Dembek, Susan Driscoll, Timothy Fioravanti, Nicholas Gauthier, Kevin Girard, Paul Goldstein, Kristen Gonzalez, Ryan Healy, Christina Jessuck, Matthew Keatley, Lindsay Khan, Shawn Monahan, Ursula Moreshead, Kayla Mullen, Kathleen Mullen Kohl, Theodore Olynciw, Danielle Steward-Gelinas, David Sugrue
ABSENT: Jerry Fischer
EX-OFFICIO MEMBERS PRESENT: First Selectman Robert J Brule; Board of Finance Chair Glenn Patterson; Selectman Richard Muckle
EX-OFFICIO MEMBERS ABSENT: Chair of the Board of Pat Fedor, selectman Greg Attanasio
ALSO PRESENT: Town Clerk David L. Campo; Town Attorneys Robert Avena and Nick Kepple; Director of Finance Kim Allen.

AGENDA ITEM C – Elect a Moderator
NOMINATION by Steward-Gelinas, seconded by Healy, to nominate Paul Goldstein to serve as Moderator for a term of one year.
GOLDSTEIN selected as Moderator: Unanimous

RTM Member Colonis left the meeting.

AGENDA ITEM D – October 2, 2023 Minutes
MOTION by Driscoll, seconded by Bono, to accept the October 2, 2023 Minutes with the following correction noted by Town Clerk David Campo: That written public comment submitted by Waterford Resident Laurette Saller be accepted as part of the October 2, 2023. (See attachment)
MOTION PASSED: Unanimous

CORRESPONDENCE
The following items were received: a quarterly report from Fire Services, a letter from the Energy Task Force, a committee report from Public Protection and Safety, and a letter from the Public Protection and safety requesting the review of a potential open burn ordinance. (See Attachment)

PUBLIC COMMENT

Waterford resident Helen Kwasniewski offered her concerns over the use of fire pits and the need for them to be permitted, political signs should be banned.

The following members of the public spoke in opposition to the proposed Data Center: Tina DuBosque, 45 Wintergreen Dr; James Sposito, 38 Wintergreen Dr; Karen Boehm, 8 Anita Ave; John Valliere, 294 Millstone Rd E.; Bryan Sayles, 54 Wintergreen Dr(See Attachment); Michele Lewis-O'Donnell submitted in writing (See attachment), 19 Nichols Lane.

The following members of the public spoke in support of the proposed Data Center: Beth Sabilia, 132 Oswegatchie Rd; Kris Talar, 6 8th Ave; Joe Toner, 11 Old Mill Rd; Don Barnes 3 Maple Ave; Jim Denning, Old Mill Rd; Fred Elgersma, 245 Shore Rd

Quaker Hill resident Bryan Sayles also spoke in opposition to the LED sign proposed for Quaker Hill that is up for review in front of the Board of Selectman and concern over signs of neglect and hazards in Quaker Hill. (See Attachment)

AGENDA ITEM H

None

CALL ITEM 1 – Data Center Update

PRESENTATION: Attorney for NE Edge William McCoy

Attorney McCoy provided an update on the project and answered questions from the body.

CALL ITEM 2 – Fargo Water Tank Antennas

PRESENTATION: RTM Tom Dembek provided background

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an additional appropriation in the amount of **$48,998 for a new Capital Project (Fargo Water Tank Antennas)**, account number to be determined, **from Line #205-31520 Undesignated Fund Balance of the Capital Non-recurring Expenditure Fund (CNR).**

VOTING IN FAVOR: Unanimous (Gauthier was unavailable)

CALL ITEM 3 – SCBA Up-grade Program

PRESENTATION: Fire Services Director Michael Howley

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an appropriation in the amount of **$64,000 from funds designated on Capital and Non-recurring Line Item #20523-57777, SCBA Up-Grade Program** for SCBA replacements over the next three (3) years per the CIP plan.

VOTING IN FAVOR: Unanimous

MOTION by Steward-Gelinas, seconded by Healy to waive the 15 day waiting period on the above motion.

VOTING IN FAVOR: Unanimous

CALL ITEM 4: Library HVAC

PRESENTATION: Library Director Christine Johnson, Library Trustee Robert Kind

Motion by Driscoll, seconded by Bono, to approve a recommendation from the Board of Finance for an appropriation in the amount of **$1,091,200 from funds designated on Capital and Non-recurring Line**

Item #20536-57848 Library HVAC Upgrade for renovation and replacement of the heating, ventilation and air conditioning systems at the Waterford Public Library.
VOTING IN FAVOR: Unanimous

CALL ITEM 5: Fire Marshal Fee Schedule
PRESENTATION: Public Protection and Safety Chair Tim Condon, Fire Director Michael Howley, Fire Marshal Stephen Dubicki, Jr.
MOTION by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Public Protection & Safety Standing Committee of the RTM to amend **Chapter 2.36.075 – Fire Marshall Fee Schedule and Enforcement** of the **Town of Waterford Code of Ordinances.**
Friendly amendment offered by Driscoll and accepted to replace "amend" with "add the new section and "to" in place "of" to read as follows: MOTION by Steward-Gelinas, seconded by Dembek, to approve a recommendation from the Public Protection & Safety Standing Committee of the RTM to add the new section **Chapter 2.36.075 – Fire Marshall Fee Schedule and Enforcement** to the **Town of Waterford Code of Ordinances.**
MOTION PASSED: Unanimous

CALL ITEM 6 – Non-union Administrative/Technical Crafts Wage Increase
PRESENTATION: First Selectman Robert Brule, Human Resource Director Christine Walters
MOTION by Driscoll, seconded by Bono, to approve a request from the First Selectman to approve the non-union Administrative Support (AS) and Technical Crafts (TC) general wage increase of 2.25% for fiscal year 2023-2024 (retroactive to July 1, 2023) and a general wage increase of 2.50% for fiscal year 2024-2025. This also includes an increase in employee cost-sharing of health benefits from 13.5% to 14% effective January 1, 2024 and 15% effective July 1, 2024.
VOTING IN FAVOR: Unanimous

CALL ITEM 7 – Non-union Management Professionals
PRESENTATION: First Selectman Robert Brule, Human Resource Director Christine Walters
MOTION by Driscoll, seconded by Bono, to approve a request from the First Selectman to approve the non-union Management Professionals general wage increase of 2.25% for fiscal year 2023-2024 (retroactive to July 1, 2023) and a general wage increase of 2.50% for fiscal year 2024-2025. This also includes an increase in employee cost-sharing of health benefits from 13% to 14% effective January 1, 2024 and 15% effective July 1, 2024.
MOTION PASSED: Unanimous

CALL ITEM 8 – Executive Session
MOTION by Steward-Gelinas, seconded by Driscoll, that the RTM along with First Selectman Rob Brule, Director of Human Resources Christine Walters, and Labor Counsel Kristi Kelly go into executive session for the purpose of discussing strategy and/or negotiations with respect to collective bargaining at 9:08 P.M. This action is taken without prejudice and based on the RTM's right to discuss, in private, strategy and/or negotiations with respect to collective bargaining pursuant to Connecticut General Statutes §1-200(2).
MOTION PASSED: Unanimous
MOTION by Steward-Gelinas, seconded by Condon to come out of executive session at 9:31 P.M.
MOTION PASSED: Unanimous

CALL ITEM 9 – Local 818 of Council 4; AFSCME, AFL-CIO contract
PRESENTATION: First Selectman Robert Brule, HR Director Christine Walters
MOTION by Driscoll, seconded by Bono, to approve the funds necessary to implement the Tentative Agreement between the Town of Waterford and Local 818 of Council 4; AFSCME, AFL-CIO, to be effective July 1, 2023 – June 30, 2027, and authorize the First Selectman to sign on the Town's behalf.
MOTION PASSED: Unanimous

CALL ITEM 10: Personnel Review Board
MOTION by Driscoll, seconded by Gauthier, to **nominate Kathleen Mullen Kohl and Stephane Browder to the Personnel Review Board. (Term 12/01/2023 – 11/30/2026)**
MOTION PASSED: 23-0-1 (Mullen Kohl Abstained)
Mullen Kohl & Browder appointed.

CALL ITEM 11 – Committee on Committees
MODERATOR Goldstein appointed the following members to serve on the Committee on Committees: Danielle Steward-Gelinas, Susan Driscoll, Ryan Healy, Christina Jessuck, Ted Olynciw.
MODERATOR Goldstein called for a five minute recess.

CALL ITEM 12 – Committee on Committees Recommendations
MOTION by Steward-Gelinas, seconded by Driscoll, to accept the committee assignments as presented by the Committee on Committees. (See Attachment.)
MOTION by Gauthier, seconded by Childs, to amend by adding Kayla Mullen to the Public Health, Recreation and Environment Standing Committee of the RTM as a sixth member.
VOTING IN FAVOR: Childs, Gauthier, Gonzalez, Khan, Mullen Kohl
VOTING AGAINST: Augmon-Bossa, Bono, Bracciale, Campo, Condon, Dembek, Driscoll, Fioravanti, Girard, Goldstein, Healy, Jessuck, Keatley, Monahan, Moreshead, Olynciw, Steward-Gelinas, Sugrue
ABSTAINED: Mullen
MOTION TO AMEND FAILED: 5-18-1
ORIGINAL MOTION PASSED: 22-2-0 (Gauthier, Mullen opposed)

CALL ITEM 13 – Long Range Fiscal Planning Committee, School Building Committee
MOTION by Steward-Gelinas, seconded by Driscoll, to accept the Long Range Fiscal Planning Committee and School Building Committee appointments as presented. (See Attachment)
MOTION PASSED: 21-0-3 (Girard, Khan, Sugrue abstained)

CALL ITEM 14 – Retirement Commission
MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Paul Goldstein and Susan Driscoll to the Retirement Commission. (Term 01/01/2024 – 12/31/2024)
Friendly amendment by Driscoll and accepted to change term to 12/04/2023 – 11/30/2025.
MOTION PASSED: Unanimous

CALL ITEM 15 – Social Services Grants Review Board
MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Thomas Dembek and Lindsay Khan to the Social Services Grants Review Board. (Term 12/04/2023 – 12/02/2024)
MOTION PASSED: Unanimous

CALL ITEM 16 – Fire Services Review Special Committee
MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Matthew Keatley and Susan Driscoll to the Fire Services Review Special Committee.
MOTION PASSED: 23-0-1 (Keatley abstained)

CALL ITEM 17 – Oswegatchie Fire Station Building Committee
MOTION by Steward-Gelinas, seconded by Driscoll, to appoint Jennifer Bracciale to the Oswegatchie Fire Station Building Committee.
MOTION PASSED: 23-0-1 (Bracciale abstained)

CALL ITEM 18 – RTM Proposed Schedule
MOTION by Steward-Gelinas, seconded by Driscoll, to approve the proposed schedule as presented. (See Attachment)
VOTING IN FAVOR: Unanimous

CALL ITEM 19 – RTM Proposed Budget
MOTION by Steward-Gelinas, seconded by Driscoll, to approve the FY25 budget in the amount of $18,903 and forward to the Board of Selectmen for approval.
VOTING IN FAVOR: Unanimous

NEW BUSINESS:
RTM Member Tim Condon spoke in regard to his letter about open burn permits.
MOTION by Condon, seconded by Gauthier, to refer the subject of an "open burn ordinance" to the Public Protection and Safety Standing Committee.
VOTING IN FAVOR: Unanimous

RTM Member Ted Olynciw spoke regarding his report on vacant properties owned by the Town of Waterford, which had been handed out at a previous meeting.
MOTION by Olynciw, seconded by Gonzalez to forward the report on to the First Selectman.
VOTING IN FAVOR: Unanimous

RTM Member Jennifer Bracciale reminded the body that the tree lighting on the Historic Green is Friday December 8, 2023.

RTM Member Kevin Girard notified the body that the Energy Task Force was set to sundown on December 4, 2023.
MOTION by Driscoll, seconded by Childs, to extend the charge of the Energy task Force until February in order to research new parameters.
VOTING IN FAVOR: Unanimous

MOTION by Bono, seconded by Healy, to adjourn at 10:21 P.M.

Respectfully Submitted,
David L. Campo, CCTC
Waterford Town Clerk

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10109** **TOWN CLERK**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	93,391	93,033			95,622	2,589	2.78%
51110	ADMINISTRATION	109,882	68,005			73,477	5,472	8.05%
51210	CLERICAL/TECHNICAL	39,386	42,879			45,797	2,918	6.81%
51810	OVERTIME	0	100			100	0	0.00%
51920	F.I.C.A	17,242	15,608			16,448	840	5.38%
	SUBTOTAL	**259,901**	**219,625**	**0**	**0**	**231,444**	**11,819**	**5.38%**
SERVICES								
52010	ADVERTISING	745	1,600			1,400	(200)	-12.50%
52020	POSTAGE	2,499	3,200			2,700	(500)	-15.63%
52030	PROFESSIONAL FEES	0	0			180	180	0.00%
52050	DUES, CONF. & EDUCATION	850	850			925	75	8.82%
52180	VITAL STATISTICS	0	100			50	(50)	-50.00%
52510	RENTAL OF EQUIPMENT	21,198	24,000			26,000	2,000	8.33%
	SUBTOTAL	**25,292**	**29,750**	**0**	**0**	**31,255**	**1,505**	**5.06%**
MATERIALS & SUPPLIES								
53270	ORDINANCES	1,422	1,450			750	(700)	-48.28%
53280	ELECTION MATERIALS	268	1,400			1,400	0	0.00%
	SUBTOTAL	**1,690**	**2,850**	**0**	**0**	**2,150**	**(700)**	**0.00%**
OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT	0	0			0	0	0.00%
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
DEPARTMENT TOTAL		**286,883**	**252,225**	**0**	**0**	**264,849**	**12,624**	**5.01%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: TOWN CLERK

To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 08, 2023

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2024/2025 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2024.

David L. Campo, CCTC
Waterford Town Clerk

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: TOWN CLERK

INDEX

	Page
Budget Function	1
Budget Summary	2
Budget Explanation	4
Proposed Budget	9
Five Year Comparison	10
Personnel Worksheet	11
Expenditure Report, FY23	12
Historic Documents Preservation Fund	14
Town Clerk Share Fund	21
Funds From Other Sources	29
Budgetary Restraint	31
Proposed Revenue	32
Revenue Report, FY22	33
Historic Documents Grant	35
Ct General Statutes Index	44

BUDGET FUNCTION

The primary duties of the Town Clerk's Department include but not limited to records retention and preservation, vital statistics, FOI request management, board and commission membership tracking, land recordings, and licensing (fishing, hunting, canine, shell fishing and marriage). A variety of oaths are administered by the department. Supervision of elections, primaries and referenda continue to be a primary responsibility, being ever mindful of changes to election law and procedure. The office is a designated repository for many filings as well as board and commission minutes. The Town Clerk often acts as the initial contact to the public whether it is by phone, email or in person. Town Charter requires the town clerk to act as secretary and clerk to the Representative Town Meeting. Statutory requirements of this office continue to change and grow. Please find the General Statutes of Connecticut Index covering the Town Clerk included in the back of this budget packet.

FY2025 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY25 is submitted for your review in the amount of $264,849. This represents an increase of 5%. The primary reason for the increase is due to a sharp increase to the personnel line due to contracts being negotiated and finalized. This reflects increases over a two year span. It is unknown how early voting may affect the needs of this department.

LI 52510, the contract with Avenu, is by far and away the biggest outlay after personnel costs. It is important to understand that this expenditure is primarily a function of the number of instruments recorded. The revenues generated as a result of this expenditure justify the expense. This year revenues were at an all-time high as illustrated below. The number of recordings in any given year is subject to the vagaries of the marketplace, home sales, development, interest rates, foreclosures, etc. Avenu at this time charges $4.15, plus $.40 (index verification), per recording, no matter how many pages. The expectation is that the rate will go to a monthly charge and the index verification will increase. I also expect an additional charge for the specific paper and binders that will be used. Given the package of services provided (see detailed breakdown in backup material), the cost is still well worth it.

To illustrate a typical recording today, take for example, a 15-page mortgage: total recording fee is $130.00 ($60 for the first page and $70 for the remaining 14 pages @$5/page). Out of the $130, $4.55 goes to Avenu; $2 to town clerk's document preservation revenue fund; $8 to State Library preservation fund (from which the town clerk's office is eligible for an annual grant); $36 to the State Treasurer (land protection, affordable housing and historic preservation); $1 to a town clerk revenue fund; and $3 to a town revenue fund for capital improvement projects. The remaining $75.45 goes directly into the town's general fund.

It is worth noting that this office did not collect fees for 145 recordings from the Tax Collector. Nor were fees collected for 25 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department $774 ($4.55/recording per Avenu contract) in FY23.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY23 totaled $610,778 and actual expenditures totaled $300,295. A net income for the town was realized in the amount of $310,483, a decrease of 30%. The decrease was expected as this still represents the third highest year for revenues. I expect revenues to continue to fall as they were greatly inflated over past years due to a unique real estate and refinancing market.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to $1.00. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1990 and will be another one to two years back by the end of FY23. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of one of the two revenue funds. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between $3,000 and $5,500. The most recent grant was approved, in the amount of $5,500. The use of these funds is summarized at the end of the budget packet.

BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series) **$222,424 1.3%**

A sharp increase was seen due mostly to an administrative salary increase. The Town and the GGA bargaining group have settled a contract as of December 4, 2023. The elected officials (Town Clerk) rate increased slightly.

SERVICES (52000 Series)

10109-52010: ADVERTISING **$1400 -12.5%**

Advertising is mandated by State Statute/Town Charter and Ordinances. Legal notices, primarily election/primary related. Additionally, a legal ad will be placed to notify the townspeople that the annual audit/budget is available for view. Any additional nominal advertising needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY23: $0; FY22: $476; FY21: $0; FY20: $307

PAST YEARS EXP. FY23: $745; FY22: $1299; FY21: $0 (COVID); FY20: $1299; FY19: $1554; FY18: $1,264; FY17: $363; FY16: $1,140

10109-52020: POSTAGE **$2700 -15.%**

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the decrease is the expectation that absentee ballots will be down due to the excitement over early voting which is a function of the Registrar of Voters. In the event that absentee ballots are greater than expected I have grant funds available from 2022. We will continue to use email and interoffice mail whenever appropriate. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY23: 2499; FY22: $3245; FY21: 3315; FY20: $2556; FY19: $2592 FY18: $2,417; FY17: $2,892; FY16: $2,626; FY15: $2,633.

10109-52030: PROFESSIONAL FEES **$180**

This includes credit card processing. All other professional fees that may arise such as costs of off-site storage of original records, Info Shred LLC Storage, microfilming of land records and storage, uploading the land records to US Land Records, CD tag and link of survey maps, website updates, microfilming and scanning of maps, OnBoard - commission and board membership tracking software, uploading the land records to US Land Records, and like activities. Rough estimate: $12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY23: $10,807; FY22: $11,563; FY21: $11,514; FY20: $9,685; FY19: $9,594; FY18: $10,341; FY17: $3,915

PAST YEARS EXP. FY23: $0 FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $231; FY14: $0

10109-52040: SERVICE CONTRACTS & REPAIR **$0 0%**

Ricoh copier contract, time stamp, vault service, and like activities will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of the two Revenue Funds. Rough estimate: $2,900. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY23: $1,160; FY22: $1223; FY21: $1,678; FY20: $1,672; FY19: 1,745; FY18: $3,545; FY17: $2,683

PAST YEARS EXPENDITURES. FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $506.

10109-52050: DUES, CONFERENCES, AND EDUCATION **$925 8.8%**

Education and networking will be a focus of this department. Increases have occurred for conferences and training. My Deputy and I both hold the Connecticut Town Clerk Certification. Certifications were completed in the minimum time allowed and my new assistant has begun her education towards her certification. This amount covers Connecticut Town Clerk, County Town Clerk's and International association dues, classes and conferences. Additional classes, conferences, accommodations or dues will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY23: $717; FY22: $345; FY21: $0; FY20: $0; FY19: $0; FY18: $100; FY17: $810

PAST YEARS EXP. FY23: $850; FY22: $850; FY21: $610; FY20: 675; FY19: 680; FY18: $850; FY17: $0; FY16: $0; FY15: $280.

10109-52060: PRINTING **$0 0%**

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: $250. Some savings may be realized with in-house printing. Request the Line Item remain open, however.
Expenditures from Revenue Funds: FY23: $133; FY22: $216; FY21: $187; FY20: $84; FY19: $176; FY18: $190; FY17: $211

PAST YEARS EXP. FY23: $0; FY22 $0; FY21 $0; FY20 $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $221.

10109-52070: REIMBURSABLE EXPENSES **$0 0%**

Primarily, this includes mileage attending conferences, accommodations, seminars, county meetings, court appearances, town clerk school, postage, refreshments and other necessities for town functions. etc. [CGS 9-6]. I have not found it to be necessary to take a reimbursement. If required it will be paid for out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Rough estimate: $300. Request the Line Item remain open, however.

PAST YEARS EXPENDITURES. FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0 FY18: $0; FY17: $0; FY16: $75; FY15: $54.

10109-52180: VITAL STATISTICS **$50 -50%**
Payments to other CT towns for receipt of certified copies of marriages that occurred outside of Waterford. If additional is required it will be paid for out of Line Item 101-21036 [CGS 7-34a(d)].
Expenditures from Revenue Funds: FY23: $0 FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $42; FY17: $278.

PAST YEARS EXP. FY23: $0; FY22: $28; FY21: $238; FY20 $250 FY19: $228; FY18: $250; FY17: $0; FY16: $0; FY15: $480.

10109-52510: RENTAL OF EQUIPMENT **$26,000 8.3%**

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, fraud alert, microfilming of land records and storage, and associated supplies will be paid for out of this Line. The proposed budget request of $26,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at $4.55/unit price at this time, but an increase is expected (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
PAST YEARS EXP. FY23: $21,198; FY22: $25,155; FY21 $27,696; FY20: $21,098; FY19: $20,299; FY18: $24,072; FY17: 26,292; FY16: $31,670; FY15: $29,060

TOTAL SERVICES (52000 SERIES) **TOTAL $31,075 4.5%**
FY24 Approved budget amount of $29,750

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES **$0 0%**

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): $1,900. Request the Line Item remain open, however.
Expenditures from Revenue Funds: FY23: 1,617; FY22: 1585; FY21: 2,056; FY20: $1505; FY19: $1048; FY18: $1,607; FY17: $1,951.

PAST YEARS EXP. FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $174

10109-53020: OTHER SUPPLIES **$0 0%**

Miscellaneous items will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate included in Office Supplies above (LI 53010). Request Line Item remain open, however.

PAST YEARS EXPENDITURES. FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY 17: $0; FY16: $21; FY15: $58

10109-53270: ORDINANCES **$1450 0%**

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for $250 towards fees and an additional estimate of $250 per projected change. The online hosting fee ($700) previously paid out of this line will be accounted for under IT. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.
Expenditures from Revenue Funds: FY23: $30; FY22: $0; FY21: $250; FY20: $0; FY19: $100 FY18: $0; FY17: $1,560

PAST YEARS EXP FY23: $1,422; FY22: $1159; FY21: $1450; FY20: $1621; FY19:$1849 FY18; $1,135; FY17: $0; FY16: $0; FY15: $1,285.

10109-53280: ELECTION SUPPLIES **$1400 100%**

This LI is solely for absentee ballots and election supplies. Presidential elections are the most expensive. Municipals are the least expensive. The expectation is that the absentee ballot system will continue to increase for the 2023 municipal election as the voter has become more comfortable with the system and campaigns continue to urge voters to vote early by absentee. Because of this, I have increased the request from four years ago. The Registrars of Voters pay for poll ballots. At this time it is unknown how early voting may affect this cost.

PAST YEARS EXPENDITURES. FY23: $268; FY22: $1049; FY21: $0; FY20: $421; FY19: $1341 FY18: $462 FY17 $1,097; FY16: $1,378; FY15 $780

10109-53290: MICROFILM SUPPLIES **$0 0%**

The State Library grant will be used partially for these purposes. Additional expenditures will be paid out of Line Item 101-21036 [CGS 7-34a(d)], one of two Revenue Funds. This Line Item can be closed.

PAST YEARS EXPENDITURES. FY23: $0; FY22: $0; FY21: $0; FY20: $0; FY19: $0; FY18: $0; FY17: $0; FY16: $0; FY15: $0

TOTAL MATERIAL & SUPPLIES (53000 Series) **TOTAL $2,150 24.5%**
FY24 Approved budget amount of $2,850

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT **$0 0%**

The Town Clerk's office is the most public of all the offices in Town Hall. Any additional equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY23: $0; FY22: $0; FY21: $1890; FY20: $0; FY19 $0; FY18: $4,603; FY17: $0; FY16: $0; FY15: $0.

TOWN OF WATERFORD
GENERAL FUND
#REF!

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 FIRST SELECTMAN RECOMMENDS	2024/2025 RECOMMENDED BD OF SELECTMEN	2024/2025 BOARD OF FINANCE REDUCTIONS	2024/2025 RECOMMENDED BD OF FINANCE
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	93,391	93,033			95,622				0
51110	ADMINISTRATION	109,882	68,005			73,477				0
51210	CLERICAL/TECHNICAL	39,386	42,879			45,797				0
51810	OVERTIME	0	100			100				0
51920	F.I.C.A	17,242	15,608			16,448				0
	SUBTOTAL	259,901	219,625	0	0	231,444	0	0	0	0
SERVICES										
52010	ADVERTISING	745	1,600			1,400				0
52020	POSTAGE	2,499	3,200			2,700				0
52030	PROFESSIONAL FEES	0	0			180				0
52040	SERVICE CONT. & REPAIR	0	0							0
52050	DUES, CONF. & EDUCATION	850	850			925				0
52060	PRINTING	0	0							0
52070	REIMBURSABLE EXPENSE	0	0							0
52180	VITAL STATISTICS	0	100			50				0
52510	RENTAL OF EQUIPMENT	21,198	24,000			26,000				0
	SUBTOTAL	25,292	29,750	0	0	31,255	0	0	0	0
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	0	0							0
53020	OTHER SUPPLIES	0	0							0
53270	ORDINANCES	1,422	1,450			750				0
53280	ELECTION MATERIALS	268	1,400			1,400				0
53290	MICROFILM SUPPLIES	0	0							0
	SUBTOTAL	1,690	2,850	0	0	2,150	0	0	0	0
OFFICE EQUIPMENT										
54060	OFFICE EQUIPMENT	0	0			0		0		0
	SUBTOTAL	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		286,883	252,225	0	0	264,849	0	0	0	0

TOWN OF [illegible]FORD
TOWN CLERK
5 YEAR LOOK BACK

DEPT/AGENCY: 10109 TOWN CLERK

LINE ITEM	DESCRIPTION	2022/2023 ORIGINAL BUDGET	2022/2023 ACTUAL EXPENDED	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED	2017/2018 ORIGINAL BUDGET	2017/2018 ACTUAL EXPENDED
PERSONNEL COSTS													
51010	ELECTED OFFICIALS	92,707	93,391	92,707	92,352	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413
51110	ADMINISTRATION	79,084	109,882	73,966	77,042	73,307	75,359	73,307	73,966	71,518	71,518	66,673	69,431
51210	CLERICAL/TECHNICAL	54,759	39,386	54,957	54,481	51,720	53,854	51,720	52,166	48,627	50,629	48,877	49,615
51810	OVERTIME	100	0	100	0	100	0	100	0	100	0	100	0
51920	F.I.C.A	17,339	17,242	16,962	15,505	16,527	15,348	16,405	15,181	15,864	14,903	15,374	14,812
	SUBTOTAL	243,989	259,901	238,692	239,379	232,562	235,830	230,832	231,300	223,231	224,171	216,337	219,270
SERVICES													
52010	ADVERTISING	1,300	745	1,300	1,299	1,000		1,300	1,299	1,200	1,554	1,300	1,264
52020	POSTAGE	2,500	2,499	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592	2,400	2,417
52030	PROFESSIONAL FEES	1	0	1	0	1	0	1	0	1	0	1	0
52040	SERVICE CONT. & REPAIR	1	0	1	0	1	0	1	0	1	0	1	0
52050	DUES, CONF. & EDUCATION	850	850	850	850	850	610	850	675	850	680	850	850
52060	PRINTING	0	0	1	0	1	0	1	0	1	0	1	0
52070	REIMBURSABLE EXPENSE	0	0	1	0	1	0	1	0	1	0	1	0
52180	VITAL STATISTICS	250	0	250	28	250	238	250	250	250	228	250	250
52510	RENTAL OF EQUIPMENT	24,000	21,198	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299	29,000	24,071
	SUBTOTAL	28,900	25,292	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353	33,804	28,852
MATERIALS & SUPPLIES													
53010	OFFICE SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
53020	OTHER SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
53270	ORDINANCES	1,450	1,422	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849	2,200	1,135
53280	ELECTION MATERIALS	1,400	268	700	1,049	1,400	0	1,000	491	1,000	1,341	700	462
53290	MICROFILM SUPPLIES	0	0	1	0	1	0	1	0	1	0	1	0
	SUBTOTAL	2,850	1,690	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190	2,903	1,597
OFFICE EQUIPMENT													
54060	OFFICE EQUIPMENT	0	0	1	0	1,890	1,890	1	0	1	0	4,620	4,603
	SUBTOTAL			1	0	1,890	1,890	1	0	1	0	4,620	4,603
DEPARTMENT TOTAL		275,539	286,833	269,750	272,164	267,309	271,029	265,690	265,192	260,289	252,714	257,664	254,322

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL								
1/4/2016	TOWN CLERK	40	N/A	94,079.44	95,621.53	N/A	95,621.53	7,315.05
	TOTALS			94,079.44	95,621.53	0.00	95,621.53	7,315.05
51110 - ADMINISTRATION								
01/17/06	DEPUTY TOWN CLERK	35	N/A	70,383.56	72,420.71	$ 1,055.75	73,476.46	5,620.95
	TOTALS			70,383.56	72,420.71	1,055.75	73,476.46	5,620.95
51210 - CLERICAL/TECHNICAL								
10/03/22	ADMINISTRATIVE ASSISSTANT I	35	$ 25.0666	42,918.92	45,796.68	$ -	45,796.68	3,503.45
	TOTALS			42,918.92	45,796.68	0.00	45,796.68	3,503.45
51810 - OVERTIME						100.00	100.00	7.65
51910 - FRINGE/F.I.C.A.							0.00	0.00
TOTALS				207,381.92	213,838.92	1,155.75	214,994.67	16,447.09
BUDGET TOTAL W/F.I.C.A							231,441.76	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10109 TOWN CLERK						
51010 ELECTED OFFICIALS						
10109 51010 ELECTED OFFICIALS						
92,707.00	700.00	93,407.00	93,390.50	0.00	16.50	100.0%
51110 ADMINISTRATION						
10109 51110 ADMINISTRATION						
79,084.00	30,798.00	109,882.00	109,881.83	0.00	0.17	100.0%
51210 CLERICAL AND TECHNICAL						
10109 51210 CLERICAL AND TECHNICAL						
54,759.00	0.00	54,759.00	39,386.27	0.00	15,372.73	71.9%
51810 OVERTIME						
10109 51810 OVERTIME						
100.00	0.00	100.00	0.00	0.00	100.00	.0%
51920 F.I.C.A.						
10109 51920 F.I.C.A.						
17,339.00	0.00	17,339.00	17,242.19	0.00	96.81	99.4%
52010 ADVERTISING						
10109 52010 ADVERTISING						
1,300.00	0.00	1,300.00	744.99	0.00	555.01	57.3%
52020 POSTAGE						
10109 52020 POSTAGE						
2,500.00	0.00	2,500.00	2,499.33	0.00	0.67	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
52050 DUES CONFER						
10109 52050 DUES,CONFERENCES & EDUCAT						
850.00	0.00	850.00	850.00	0.00	0.00	100.0%
52180 VITAL STATISTICS						
10109 52180 VITAL STATISTICS						
250.00	0.00	250.00	0.00	0.00	250.00	.0%
52510 RENTAL OF EQUIPMENT						
10109 52510 RENTAL OF EQUIPMENT						
24,000.00	0.00	24,000.00	21,197.88	0.00	2,802.12	88.3%
53270 ORDINANCES						
10109 53270 ORDINANCES						
1,450.00	0.00	1,450.00	1,422.00	0.00	28.00	98.1%
53280 ELECTION MATERIALS						
10109 53280 ELECTION MATERIALS						
1,400.00	0.00	1,400.00	267.69	0.00	1,132.31	19.1%
GRAND TOTAL						
275,739.00	31,498.00	307,237.00	286,882.68	0.00	20,354.32	93.4%

** END OF REPORT - Generated by David Campo **

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL		SRC	EFF DATE	REFERENCE					
101 -000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*1		129	GCR	7/6/2022	TC ERX 070622		$ -	$ 12.00	$ (12.00)	
*1		131	GCR	7/7/2022	TC ERX 070722		$ -	$ 8.00	$ (20.00)	
*1		180	GCR	7/11/2022	TC ERX 071122		$ -	$ 4.00	$ (24.00)	
*1		223	GCR	7/13/2022	TC ERX 071322		$ -	$ 14.00	$ (38.00)	
*1		224	GCR	7/14/2022	TC ERX 071422		$ -	$ 6.00	$ (44.00)	
*1		225	GCR	7/15/2022	TC ERX 071522		$ -	$ 6.00	$ (50.00)	
*1		244	GCR	7/12/2022	TC ERX 071222		$ -	$ 12.00	$ (62.00)	
*1		246	GCR	7/18/2022	TC 0701-070822		$ -	$ 72.00	$ (134.00)	
*1		246	GCR	7/18/2022	TC ERX 071822		$ -	$ 6.00	$ (140.00)	
*1		261	GCR	7/19/2022	TC ERX 071922		$ -	$ 18.00	$ (158.00)	
*1		262	GCR	7/20/2022	TC 0711-071522		$ -	$ 80.00	$ (238.00)	
*1		263	GCR	7/21/2022	TC ERX 072122		$ -	$ 4.00	$ (242.00)	
*1		300	GCR	7/22/2022	TC ERX 072222		$ -	$ 8.00	$ (250.00)	
*1		321	GCR	7/25/2022	TC ERX 072522		$ -	$ 4.00	$ (254.00)	
*1		322	GCR	7/27/2022	TC 0718-072222		$ -	$ 108.00	$ (362.00)	
*1		334	GCR	7/27/2022	TC ERX 072722		$ -	$ 6.00	$ (368.00)	
*1		363	GCR	7/31/2022	TC ERX 072922 DEP 080122		$ -	$ 4.00	$ (372.00)	
*1		364	GCR	7/31/2022	TC 0725-072922 DEP 080322		$ -	$ 98.00	$ (470.00)	
*2		28	API	8/5/2022	001851 49235 GOVERNMENT REVE		$ 279.72	$ -	$ (190.28)	
*2		49	GCR	8/2/2022	TC ERX 080222		$ -	$ 12.00	$ (202.28)	
*2		88	API	8/19/2022	001852 49499 ADKINS PRINTING		$ 8.79	$ -	$ (193.49)	
*2		92	GCR	8/3/2022	TC ERX 080322		$ -	$ 8.00	$ (201.49)	
*2		94	GCR	8/5/2022	TC ACH 080522 IRS #60154-013		$ -	$ 2.00	$ (203.49)	
*2		94	GCR	8/5/2022	TC ERX 080522		$ -	$ 8.00	$ (211.49)	
*2		96	GCR	8/8/2022	TC ERX 080822		$ -	$ 6.00	$ (217.49)	
*2		97	GCR	8/9/2022	TC ERX 080922		$ -	$ 2.00	$ (219.49)	
*2		98	GCR	8/10/2022	TC ERX 081022		$ -	$ 6.00	$ (225.49)	
*2		99	GCR	8/11/2022	TC ERX 081122		$ -	$ 8.00	$ (233.49)	
*2		147	GCR	8/12/2022	TC 0801-080522		$ -	$ 72.00	$ (305.49)	
*2		147	GCR	8/12/2022	TC ERX 081222		$ -	$ 4.00	$ (309.49)	
*2		148	GCR	8/15/2022	TC ERX 081522		$ -	$ 2.00	$ (311.49)	
*2		149	GCR	8/16/2022	TC ERX 081622		$ -	$ 6.00	$ (317.49)	
*2		150	GCR	8/17/2022	TC ERX 081722		$ -	$ 4.00	$ (321.49)	
*2		182	GCR	8/19/2022	TC 0808-081222		$ -	$ 66.00	$ (387.49)	
*2		186	GCR	8/18/2022	TC ERX 081822		$ -	$ 6.00	$ (393.49)	
*2		187	GCR	8/19/2022	TC ERX 081922		$ -	$ 8.00	$ (401.49)	
*2		190	GCR	8/23/2022	TC ERX 082322		$ -	$ 10.00	$ (411.49)	
*2		215	GCR	8/26/2022	TC 0815-081922		$ -	$ 88.00	$ (499.49)	
*2		217	GCR	8/31/2022	TC 0822-082622 DEP 090222		$ -	$ 130.00	$ (629.49)	
*2		218	GCR	8/31/2022	TC 0829-083122 DEP 090722		$ -	$ 30.00	$ (659.49)	
*2		221	GCR	8/25/2022	TC ERX 082522		$ -	$ 2.00	$ (661.49)	
*2		224	GCR	8/29/2022	TC ERX 082922		$ -	$ 6.00	$ (667.49)	
*2		225	GCR	8/30/2022	TC ERX 083022		$ -	$ 4.00	$ (671.49)	
*3		2	API	9/2/2022	001852 49874 ADKINS PRINTING		$ 137.75	$ -	$ (533.74)	
*3		52	GCR	9/1/2022	TC ERX 090122		$ -	$ 4.00	$ (537.74)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*3		53	GCR	9/2/2022	TC ERX 090222		$ -	$ 2.00	$ (539.74)	
*3		54	GCR	9/6/2022	TC ERX 090622		$ -	$ 8.00	$ (547.74)	
*3		101	GEN	9/8/2022	GB11 NC RTN CK#1022 CT IOLTA		$ 4.00	$ -	$ (543.74)	
*3		116	GCR	9/7/2022	TC ERX 090722		$ -	$ 4.00	$ (547.74)	
*3		123	GCR	9/8/2022	TC ERX 090822		$ -	$ 2.00	$ (549.74)	
*3		124	GCR	9/16/2022	TC 0901-090922		$ -	$ 142.00	$ (691.74)	
*3		127	GCR	9/9/2022	TC ACH 090922		$ -	$ 4.00	$ (695.74)	
*3		128	GCR	9/12/2022	TC ACH 091222		$ -	$ 12.00	$ (707.74)	
*3		130	GCR	9/13/2022	TC ERX 091322		$ -	$ 4.00	$ (711.74)	
*3		131	GCR	9/14/2022	TC ERX 091422		$ -	$ 8.00	$ (719.74)	
*3		143	GCR	9/23/2022	TC 0912-091622		$ -	$ 94.00	$ (813.74)	
*3		144	GCR	9/15/2022	TC ERX 091522		$ -	$ 2.00	$ (815.74)	
*3		145	GCR	9/16/2022	TC ERX 091622		$ -	$ 8.00	$ (823.74)	
*3		180	GCR	9/19/2022	TOWN CLERK ERX 091922		$ -	$ 2.00	$ (825.74)	
*3		182	GCR	9/20/2022	TOWN CLERK ERX 092022		$ -	$ 8.00	$ (833.74)	
*3		183	GCR	9/21/2022	TOWN CLERK ERX 092122		$ -	$ 8.00	$ (841.74)	
*3		199	GCR	9/30/2022	TOWN CLERK 9/19/2022-9/23/20		$ -	$ 84.00	$ (925.74)	
*3		207	GCR	9/23/2022	TOWN CLERK ERX 092322		$ -	$ 2.00	$ (927.74)	
*3		210	GCR	9/26/2022	TOWN CLERK ERX 092622		$ -	$ 2.00	$ (929.74)	
*3		211	GCR	9/27/2022	TOWN CLERK ERX 092722		$ -	$ 6.00	$ (935.74)	
*3		213	GCR	9/28/2022	TOWN CLERK ERX 09282022		$ -	$ 2.00	$ (937.74)	
*3		217	GCR	9/30/2022	TOWN CLERK ERX 09302022		$ -	$ 8.00	$ (945.74)	
*3		224	GCR	9/30/2022	TOWN CL 9/26-9/30/22 DEP1005		$ -	$ 72.00	$ (1,017.74)	
*4		40	GCR	10/3/2022	TOWN CLERK ERX 100322		$ -	$ 2.00	$ (1,019.74)	
*4		41	GCR	10/4/2022	TOWN CLERK ERX 10042022		$ -	$ 8.00	$ (1,027.74)	
*4		42	GCR	10/5/2022	TOWN CLERK ERX 10052022		$ -	$ 6.00	$ (1,033.74)	
*4		43	GCR	10/6/2022	TOWN CLERK ERX 10062022		$ -	$ 6.00	$ (1,039.74)	
*4		44	GCR	10/7/2022	TOWN CLERK ERX 10072022		$ -	$ 2.00	$ (1,041.74)	
*4		45	GCR	10/11/2022	TOWN CLERK ERX 10112022		$ -	$ 4.00	$ (1,045.74)	
*4		46	GCR	10/12/2022	TOWN CLERK 10112022		$ -	$ 84.00	$ (1,129.74)	
*4		55	GCR	10/12/2022	TOWN CLERK ERX 10122022		$ -	$ 18.00	$ (1,147.74)	
*4		74	GCR	10/13/2022	TOWN CLERK ERX 10132022		$ -	$ 12.00	$ (1,159.74)	
*4		88	GCR	10/19/2022	TOWN CLERK 10/11-10/14/2022		$ -	$ 54.00	$ (1,213.74)	
*4		92	GCR	10/14/2022	TOWN CLERK ERX 10142022		$ -	$ 6.00	$ (1,219.74)	
*4		93	GCR	10/17/2022	TOWN CLERK ERX 10172022		$ -	$ 8.00	$ (1,227.74)	
*4		107	GCR	10/7/2022	TOWN CLERK ACH 10072022		$ -	$ 4.00	$ (1,231.74)	
*4		113	GCR	10/18/2022	TOWN CLERK ERX		$ -	$ 8.00	$ (1,239.74)	
*4		134	GCR	10/19/2022	TOWN CLERK ERX 10192022		$ -	$ 14.00	$ (1,253.74)	
*4		136	GCR	10/21/2022	TOWN CLERK ERX 10212022		$ -	$ 10.00	$ (1,263.74)	
*4		151	GCR	10/24/2022	TOWN CLERK ERX 10242022		$ -	$ 8.00	$ (1,271.74)	
*4		182	GCR	10/26/2022	TOWN CLERK 10/17-10/21/2022		$ -	$ 60.00	$ (1,331.74)	
*4		184	GCR	10/25/2022	TOWN CLERK ERX 10252022		$ -	$ 10.00	$ (1,341.74)	
*4		185	GCR	10/26/2022	TOWN CLERK ERX 10262022		$ -	$ 10.00	$ (1,351.74)	
*4		186	GCR	10/20/2022	TOWN CLERK ERX 10202022		$ -	$ 20.00	$ (1,371.74)	
*4		198	GCR	10/27/2022	TOWN CLERK ERX 10272022		$ -	$ 8.00	$ (1,379.74)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*4		236	GCR	10/31/2022	TOWN CLERK ERX 10312022		$ -	$ 4.00	$ (1,383.74)	
*4		241	GCR	10/31/2022	TOW 10/24-10/28/22 DEP 11022		$ -	$ 52.00	$ (1,435.74)	
*4		241	GCR	10/31/2022	TOW 103122 DEP 110222		$ -	$ 4.00	$ (1,439.74)	
*5		35	GCR	11/1/2022	TOWN CLERK ERX 110122		$ -	$ 12.00	$ (1,451.74)	
*5		36	GCR	11/2/2022	TOWN CLERK ERX 11022022		$ -	$ 18.00	$ (1,469.74)	
*5		38	GCR	11/4/2022	TOWN CLERK ERX 11042022		$ -	$ 2.00	$ (1,471.74)	
*5		44	GCR	11/7/2022	TOWN CLERK ERX 11072022		$ -	$ 10.00	$ (1,481.74)	
*5		56	GCR	11/8/2022	TOWN CLERK ERX 110822		$ -	$ 12.00	$ (1,493.74)	
*5		85	GCR	11/9/2022	TOWN CLERK ERX 11092022		$ -	$ 14.00	$ (1,507.74)	
*5		87	GCR	11/14/2022	TOWN CLERK ERX 11142022		$ -	$ 4.00	$ (1,511.74)	
*5		113	GCR	11/9/2022	110922 TOWN CLERK 103122-110422		$ -	$ 46.00	$ (1,557.74)	
*5		117	GCR	11/15/2022	111522 TOWN CLERK 111522		$ -	$ 18.00	$ (1,575.74)	
*5		119	GCR	11/16/2022	111622 TOWN CLERK 110722-111022		$ -	$ 66.00	$ (1,641.74)	
*5		120	GCR	11/16/2022	111622 TOWN CLERK ACH		$ -	$ 14.00	$ (1,655.74)	
*5		121	GCR	11/17/2022	111722 TOWN CLERK ACH		$ -	$ 12.00	$ (1,667.74)	
*5		123	GCR	11/18/2022	111822 TOWN CLERK ACH		$ -	$ 2.00	$ (1,669.74)	
*5		145	GCR	11/23/2022	TOWN CLERK 11/14-11/18/2022		$ -	$ 90.00	$ (1,759.74)	
*5		153	GCR	11/21/2022	TOWN CLERK ERX 11212022		$ -	$ 8.00	$ (1,767.74)	
*5		154	GCR	11/22/2022	TOWN CLERK ERX 11222022		$ -	$ 30.00	$ (1,797.74)	
*5		155	GCR	11/23/2022	TOWN CLERK ERX 11232022		$ -	$ 40.00	$ (1,837.74)	
*5		183	GCR	11/25/2022	TOWN CLERK ERX 11252022		$ -	$ 4.00	$ (1,841.74)	
*5		185	GCR	11/29/2022	TOWN CLERK ERX 11292022		$ -	$ 28.00	$ (1,869.74)	
*5		198	GCR	11/30/2022	TOWN CLERK 11/21-11/23/2022		$ -	$ 34.00	$ (1,903.74)	
*5		198	GCR	11/30/2022	TOWN CLERK ERX 11302022		$ -	$ 14.00	$ (1,917.74)	
*5		224	GCR	11/30/2022	TOWN 11/28-11/30/22 DEP 1202		$ -	$ 30.00	$ (1,947.74)	
*6		15	GCR	12/2/2022	TOWN CLERK ERX 12022022		$ -	$ 8.00	$ (1,955.74)	
*6		16	GCR	12/1/2022	TOWN CLERK ERX 12012022		$ -	$ 20.00	$ (1,975.74)	
*6		17	GCR	12/5/2022	TOWN CLERK ERX 12052022		$ -	$ 4.00	$ (1,979.74)	
*6		34	API	12/9/2022	001842 52731 CT DEPT OF AGRI		$ 40.00	$ -	$ (1,939.74)	
*6		52	GCR	12/8/2022	TOWN CLERK ERX 12072022		$ -	$ 4.00	$ (1,943.74)	
*6		52	GCR	12/8/2022	TOWN CLERK ERX 12082022		$ -	$ 4.00	$ (1,947.74)	
*6		55	GCR	12/9/2022	TOWN CLERK ERX 12092022		$ -	$ 6.00	$ (1,953.74)	
*6		64	GCR	12/12/2022	TOWN CLERK ERX 12122022		$ -	$ 2.00	$ (1,955.74)	
*6		75	GCR	12/13/2022	TOWN CLERK ERX 12132022		$ -	$ 14.00	$ (1,969.74)	
*6		82	GCR	12/14/2022	TOWN CLERK 12132022		$ -	$ 104.00	$ (2,073.74)	
*6		90	GCR	12/14/2022	TOWN CLERK ERX 12142022		$ -	$ 6.00	$ (2,079.74)	
*6		102	GCR	12/6/2022	TOWN CLERK EXR 120622		$ -	$ 12.00	$ (2,091.74)	
*6		104	GCR	12/15/2022	TOWN CLERK ERX 12152022		$ -	$ 6.00	$ (2,097.74)	
*6		108	GCR	12/9/2022	TOWN CLERK ACH 12092022		$ -	$ 2.00	$ (2,099.74)	
*6		123	GCR	12/16/2022	TOWN CLERK ERX 12162022		$ -	$ 8.00	$ (2,107.74)	
*6		125	GCR	12/19/2022	TOWN CLERK ERX 12192022		$ -	$ 6.00	$ (2,113.74)	
*6		145	GCR	12/21/2022	TOWN CLERK 12/12-12/16/2022		$ -	$ 88.00	$ (2,201.74)	
*6		159	GCR	12/21/2022	TOWN CLERK 12212022		$ -	$ 6.00	$ (2,207.74)	
*6		174	GCR	12/22/2022	TOWN CLERK ERX 12222022		$ -	$ 2.00	$ (2,209.74)	
*6		181	GCR	12/28/2022	TOWN CLERK 12/19-12/23/2022		$ -	$ 56.00	$ (2,265.74)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*6		195	GCR	12/28/2022	TOWN CLERK ERX 12282022		$ -	$ 4.00	$ (2,269.74)	
*6		203	GCR	12/29/2022	TOWN CLERK ERX 12292022		$ -	$ 4.00	$ (2,273.74)	
*6		208	GCR	12/30/2022	TOWN CLERK ERX 12302022		$ -	$ 4.00	$ (2,277.74)	
*6		240	GCR	12/31/2022	TOW 12/27-12/30/22 DEP 01042		$ -	$ 74.00	$ (2,351.74)	
*7		12	GEN	1/4/2023	GB02 NORTHAMERICAN BANCARD FEE		$ 32.95	$ -	$ (2,318.79)	
*7		32	GCR	1/3/2023	TOWN CLERK ERX 01032023		$ -	$ 6.00	$ (2,324.79)	
*7		33	GCR	1/4/2023	TOWN CLERK ERX 01042023		$ -	$ 4.00	$ (2,328.79)	
*7		34	GCR	1/5/2023	TOWN CLERK ERX 01052023		$ -	$ 4.00	$ (2,332.79)	
*7		35	GCR	1/6/2023	TOWN CLERK ERX 01062023		$ -	$ 2.00	$ (2,334.79)	
*7		45	GCR	1/11/2023	TOWN CLERK 1/3-1/06/2023		$ -	$ 92.00	$ (2,426.79)	
*7		54	GCR	1/9/2023	TOWN CLERK ERX 01092023		$ -	$ 2.00	$ (2,428.79)	
*7		55	GCR	1/10/2023	TOWN CLERK ERX 01102023		$ -	$ 12.00	$ (2,440.79)	
*7		56	GCR	1/11/2023	TOWN CLERK ERX 01112023		$ -	$ 2.00	$ (2,442.79)	
*7		77	GCR	1/12/2023	TOWN CLERK ERX 01122023		$ -	$ 4.00	$ (2,446.79)	
*7		78	GCR	1/13/2023	TOWN CLERK ERX 011323		$ -	$ 2.00	$ (2,448.79)	
*7		109	GCR	1/17/2023	TOWN CLERK ERX 01172023		$ -	$ 2.00	$ (2,450.79)	
*7		116	GCR	1/18/2023	TOWN CLERK ERX 01172023		$ -	$ 14.00	$ (2,464.79)	
*7		117	GCR	1/19/2023	TOWN CLERK ERX 01182023		$ -	$ 2.00	$ (2,466.79)	
*7		118	GCR	1/20/2023	TOWN CLERK 1/9-1/13/2023		$ -	$ 76.00	$ (2,542.79)	
*7		128	GCR	1/20/2023	TOWN CLERK ERX 01192023		$ -	$ 6.00	$ (2,548.79)	
*7		136	GCR	1/23/2023	TOWN CLERK ERX 01202023		$ -	$ 8.00	$ (2,556.79)	
*7		155	GCR	1/24/2023	TOWN CLERK ERX 01232023		$ -	$ 6.00	$ (2,562.79)	
*7		156	GCR	1/25/2023	TOWN CLERK 1/17-1/20/2023		$ -	$ 62.00	$ (2,624.79)	
*7		156	GCR	1/25/2023	TOWN CLERK ERX 01242023		$ -	$ 6.00	$ (2,630.79)	
*7		167	GCR	1/26/2023	TOWN CLERK ERX 01252023		$ -	$ 8.00	$ (2,638.79)	
*7		192	GCR	1/27/2023	TOWN CLERK ERX 01262023		$ -	$ 6.00	$ (2,644.79)	
*7		224	GCR	1/30/2023	TOWN CLERK 01272023		$ -	$ 6.00	$ (2,650.79)	
*7		247	GCR	1/31/2023	TOW 01/23-01/31/23 DEP 02032		$ -	$ 118.00	$ (2,768.79)	
*8		20	GEN	2/2/2023	GB03 EPX FE FEE		$ 32.95	$ -	$ (2,735.84)	
*8		32	GCR	2/2/2023	TOWN CLERK ERX 02012023		$ -	$ 8.00	$ (2,743.84)	
*8		33	GCR	2/3/2023	TOWN CLERK ERX 02022023		$ -	$ 4.00	$ (2,747.84)	
*8		49	GCR	2/6/2023	TOWN CLERK ERX 02032023		$ -	$ 8.00	$ (2,755.84)	
*8		50	GCR	2/7/2023	TOWN CLERK ERX 02062023		$ -	$ 2.00	$ (2,757.84)	
*8		52	GCR	2/8/2023	TOWN CLERK 02/01-02/03/2023		$ -	$ 36.00	$ (2,793.84)	
*8		52	GCR	2/8/2023	TOWN CLERK ERX 02072023		$ -	$ 2.00	$ (2,795.84)	
*8		73	GCR	2/9/2023	TOWN CLERK ERX 02082023		$ -	$ 16.00	$ (2,811.84)	
*8		74	GCR	2/10/2023	TOWN CLERK ERX 02092023		$ -	$ 4.00	$ (2,815.84)	
*8		80	GCR	2/13/2023	TOWN CLERK ERX 02102023		$ -	$ 2.00	$ (2,817.84)	
*8		99	GCR	2/14/2023	TOWN CLERK ERX 02132023		$ -	$ 4.00	$ (2,821.84)	
*8		100	GCR	2/15/2023	TOWN CLERK 2/6-2/10/2023		$ -	$ 50.00	$ (2,871.84)	
*8		100	GCR	2/15/2023	TOWN CLERK ERX 02152023		$ -	$ 8.00	$ (2,879.84)	
*8		117	GCR	2/16/2023	TOWN CLERK ERX 02152023		$ -	$ 2.00	$ (2,881.84)	
*8		127	GCR	2/17/2023	TOWN CLERK ERX 02162023		$ -	$ 4.00	$ (2,885.84)	
*8		170	GCR	2/21/2023	TOWN CLERK ERX 02172023		$ -	$ 2.00	$ (2,887.84)	
*8		171	GCR	2/22/2023	TOWN CLERK 02/13-02/17/2023		$ -	$ 72.00	$ (2,959.84)	

ACCOUNT	ACCOUNT NAME						BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL		SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO						$ (11,534.13)				
*8		171	GCR	2/22/2023	TOWN CLERK ERX 02212023			$ -	$ 6.00	$ (2,965.84)	
*8		183	GCR	2/23/2023	TOWN CLERK ERX 02222023			$ -	$ 6.00	$ (2,971.84)	
*8		185	GCR	2/24/2023	TOWN CLERK ERX 02232023			$ -	$ 8.00	$ (2,979.84)	
*8		223	GCR	2/27/2023	TOWN CLERK ERX 022423			$ -	$ 4.00	$ (2,983.84)	
*8		225	GCR	2/28/2023	TOWN CLERK ERX 02272023			$ -	$ 2.00	$ (2,985.84)	
*8		231	GCR	2/28/2023	TOWN CL ERX 022823 DEP 03012			$ -	$ 2.00	$ (2,987.84)	
*8		231	GCR	2/28/2023	TOW 02/21-02/28/23 DEP 03032			$ -	$ 64.00	$ (3,051.84)	
*9		5	API	3/3/2023	001852 54922 ADKINS PRINTING			$ 181.04	$ -	$ (2,870.80)	
*9		7	GEN	3/1/2023	GB01 EPX FEES			$ 32.95	$ -	$ (2,837.85)	
*9		72	GCR	3/2/2023	TOWN CLERK ERX 030123			$ -	$ 6.00	$ (2,843.85)	
*9		73	GCR	3/3/2023	TOWN CLERK ERX 030223			$ -	$ 2.00	$ (2,845.85)	
*9		76	API	3/17/2023	001852 55299 ADKINS PRINTING			$ 635.50	$ -	$ (2,210.35)	
*9		78	GCR	3/6/2023	TOWN CLERK ERX 030323			$ -	$ 8.00	$ (2,218.35)	
*9		80	GCR	3/8/2023	TOWN CLERK ERX 030723			$ -	$ 2.00	$ (2,220.35)	
*9		80	GCR	3/8/2023	TOWN CLERK 03/01/23-03/03/23			$ -	$ 44.00	$ (2,264.35)	
*9		83	GCR	3/10/2023	TOWN CLERK ERX 030823			$ -	$ 4.00	$ (2,268.35)	
*9		85	GCR	3/14/2023	TOWN CLERK ERX 031323			$ -	$ 6.00	$ (2,274.35)	
*9		86	GCR	3/15/2023	TOWN CLERK ERX 030923			$ -	$ 6.00	$ (2,280.35)	
*9		86	GCR	3/15/2023	TOWN CLERK ERX 031023			$ -	$ 2.00	$ (2,282.35)	
*9		86	GCR	3/15/2023	TOWN CLERK ERX 031423			$ -	$ 4.00	$ (2,286.35)	
*9		86	GCR	3/15/2023	TOWN CLERK 030623-031023			$ -	$ 118.00	$ (2,404.35)	
*9		122	GCR	3/16/2023	031623 TOWN CLERK 031523 ERX			$ -	$ 4.00	$ (2,408.35)	
*9		123	GCR	3/17/2023	031723 TOWN CLERK 031623 ERX			$ -	$ 2.00	$ (2,410.35)	
*9		124	GEN	3/21/2023	032123 TOWN CLERK 032023 ERX			$ -	$ 2.00	$ (2,412.35)	
*9		130	GCR	3/20/2023	032023 TOWN CLERK 031723ERX			$ -	$ 4.00	$ (2,416.35)	
*9		130	GCR	3/20/2023	032023 TOWN CLERK 031723EPX			$ -	$ 2.00	$ (2,418.35)	
*9		136	GCR	3/22/2023	032223 T CLERK 0313-031723			$ -	$ 70.00	$ (2,488.35)	
*9		136	GCR	3/22/2023	032223 T CLERK 032123 ERX			$ -	$ 4.00	$ (2,492.35)	
*9		138	GCR	3/23/2023	032323 T CLERK 032223 ERX			$ -	$ 2.00	$ (2,494.35)	
*9		149	GCR	3/24/2023		32423		$ -	$ 6.00	$ (2,500.35)	
*9		149	GCR	3/24/2023	032423 T CLERK 032323ERX			$ -	$ 6.00	$ (2,506.35)	
*9		182	GCR	3/30/2023	033023 T CLERK 032923ERX			$ -	$ 8.00	$ (2,514.35)	
*9		183	GCR	3/27/2023	032723 T CLERK 032423ERX			$ -	$ 2.00	$ (2,516.35)	
*9		184	GCR	3/28/2023	032823 T CLERK 032723 ERX			$ -	$ 4.00	$ (2,520.35)	
*9		185	GCR	3/29/2023	032923 T CLERK 03/20-3/24/23			$ -	$ 68.00	$ (2,588.35)	
*9		185	GCR	3/29/2023	032923 T CLERK 032823 ERX			$ -	$ 12.00	$ (2,600.35)	
*9		208	GCR	3/31/2023	033123 T CLERK 033023 ERX			$ -	$ 2.00	$ (2,602.35)	
*9		214	GCR	3/31/2023	MARCH T CLERK 033123 ERX DEP 04032			$ -	$ 10.00	$ (2,612.35)	
*9		222	GCR	3/31/2023	MARDIT T CLERK 03/27/-03/31/23 DIT			$ -	$ 50.00	$ (2,662.35)	
*10		3	GEN	4/3/2023	GB01 EPX MERCHANT FEE			$ 8.06	$ -	$ (2,654.29)	
*10		26	GCR	4/4/2023	040423 T CLERK 040323 ERX			$ -	$ 8.00	$ (2,662.29)	
*10		44	GCR	4/6/2023	040623 T CLERK 040523 ERX			$ -	$ 8.00	$ (2,670.29)	
*10		46	GCR	4/7/2023	040723 TOWN CLERK 040623 ERX			$ -	$ 2.00	$ (2,672.29)	
*10		71	GCR	4/11/2023	041123 T CLERK 041023 ERX			$ -	$ 18.00	$ (2,690.29)	
*10		85	GCR	4/12/2023	TCLERK 4/3-4/6/23			$ -	$ 58.00	$ (2,748.29)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*10		85	GCR	4/12/2023	TCLERK 041123 ERX		$ -	$ 2.00	$ (2,750.29)	
*10		95	GCR	4/13/2023	TCLERK 04122023		$ -	$ 4.00	$ (2,754.29)	
*10		97	GCR	4/14/2023	TCLERK 041323		$ -	$ 4.00	$ (2,758.29)	
*10		111	GCR	4/17/2023	TCLERK 041423 CC		$ -	$ 14.00	$ (2,772.29)	
*10		113	GCR	4/18/2023	TCLERK 041723 EPX		$ -	$ 2.00	$ (2,774.29)	
*10		113	GCR	4/18/2023	TCLERK 041723 ERX		$ -	$ 14.00	$ (2,788.29)	
*10		130	GCR	4/19/2023	TCLERK 041023-041423		$ -	$ 80.00	$ (2,868.29)	
*10		130	GCR	4/19/2023	TCLERK 041923 CC		$ -	$ 4.00	$ (2,872.29)	
*10		150	GCR	4/20/2023	TCLERK 041923 ERX		$ -	$ 8.00	$ (2,880.29)	
*10		173	GCR	4/24/2023	TCLERK 042123 ERX		$ -	$ 2.00	$ (2,882.29)	
*10		177	GCR	4/27/2023	TCLERK 041723-042123		$ -	$ 66.00	$ (2,948.29)	
*10		191	GCR	4/25/2023	TCLERK 042423 EPX		$ -	$ 2.00	$ (2,950.29)	
*10		191	GCR	4/25/2023	TCLERK 042423 ERX		$ -	$ 2.00	$ (2,952.29)	
*10		193	GCR	4/26/2023	TCLERK 042523 EPX		$ -	$ 4.00	$ (2,956.29)	
*10		203	GCR	4/30/2023	T CLERK 042823 ERX DIT		$ -	$ 8.00	$ (2,964.29)	
*10		206	GCR	4/30/2023	T CLERK 0424-042823 DIT		$ -	$ 74.00	$ (3,038.29)	
*11		14	GEN	5/2/2023	GB01 EPX FEES		$ 20.29	$ -	$ (3,018.00)	
*11		76	GCR	5/2/2023	TCLERK 050123 ERX		$ -	$ 12.00	$ (3,030.00)	
*11		77	GCR	5/3/2023	TCLERK 050223 ERX		$ -	$ 6.00	$ (3,036.00)	
*11		99	GCR	5/5/2023	TCLERK 050423 ERX		$ -	$ 4.00	$ (3,040.00)	
*11		101	GCR	5/8/2023	TCLERK 050523 ERX		$ -	$ 4.00	$ (3,044.00)	
*11		102	GCR	5/10/2023	TCLERK 050123-050523		$ -	$ 76.00	$ (3,120.00)	
*11		102	GCR	5/10/2023	TCLERK 050923 EPX		$ -	$ 2.00	$ (3,122.00)	
*11		102	GCR	5/10/2023	TCLERK 050923 ERX		$ -	$ 8.00	$ (3,130.00)	
*11		108	GCR	5/12/2023	TCLERK 051123 ERX		$ -	$ 2.00	$ (3,132.00)	
*11		120	GCR	5/15/2023	TCLERK 051223 EPX		$ -	$ 2.00	$ (3,134.00)	
*11		120	GCR	5/15/2023	TCLERK 051223 ERX		$ -	$ 6.00	$ (3,140.00)	
*11		121	GCR	5/16/2023	TCLERK 051523 ERX		$ -	$ 2.00	$ (3,142.00)	
*11		134	GCR	5/17/2023	TCLERK 050823-051223		$ -	$ 54.00	$ (3,196.00)	
*11		134	GCR	5/17/2023	TCLERK 051623 ERX		$ -	$ 4.00	$ (3,200.00)	
*11		193	GCR	5/22/2023	TCLERK 051923 ERX		$ -	$ 2.00	$ (3,202.00)	
*11		200	GCR	5/23/2023	TCLERK 052223 ERX		$ -	$ 6.00	$ (3,208.00)	
*11		204	GCR	5/24/2023	TCLERK 051523-051923		$ -	$ 60.00	$ (3,268.00)	
*11		204	GCR	5/24/2023	TCLERK 052323 ERX		$ -	$ 4.00	$ (3,272.00)	
*11		220	GCR	5/25/2023	TCLERK 052423 EPX		$ -	$ 2.00	$ (3,274.00)	
*11		220	GCR	5/25/2023	TCLERK 052423 ERX		$ -	$ 2.00	$ (3,276.00)	
*11		231	GCR	5/26/2023	TCLERK 053123 ACH IRS		$ -	$ 2.00	$ (3,278.00)	
*11		231	GCR	5/26/2023	TCLERK 052523 ERX		$ -	$ 6.00	$ (3,284.00)	
*11		254	GCR	5/30/2023	TCLERK 052623 ERX		$ -	$ 8.00	$ (3,292.00)	
*11		256	GCR	5/31/2023	TCLERK 053023 ERX		$ -	$ 2.00	$ (3,294.00)	
*11		282	GCR	5/31/2023	TCLERK 053123 ERX DEP 060123		$ -	$ 8.00	$ (3,302.00)	
*11		283	GCR	5/31/2023	TCLERK 0522-053123 DEP 06022		$ -	$ 106.00	$ (3,408.00)	
*12		30	GCR	6/2/2023	TCLERK 060123 EPX		$ -	$ 2.00	$ (3,410.00)	
*12		30	GCR	6/2/2023	TCLERK 060123 ERX		$ -	$ 6.00	$ (3,416.00)	
*12		34	GCR	6/5/2023	TCLERK 060223 ERX		$ -	$ 6.00	$ (3,422.00)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO					$ (11,534.13)				
*12		37	GCR	6/1/2023	GB03 EPX FEE		$ 7.95	$ -	$ (3,414.05)	
*12		72	GCR	6/6/2023	TCLERK 060523 ERX		$ -	$ 10.00	$ (3,424.05)	
*12		75	GCR	6/8/2023	TCLERK 060723 ERX		$ -	$ 4.00	$ (3,428.05)	
*12		75	GCR	6/8/2023	TCLERK 060723 EPX		$ -	$ 2.00	$ (3,430.05)	
*12		102	GCR	6/7/2023	TCLERK 0601-060223		$ -	$ 56.00	$ (3,486.05)	
*12		102	GCR	6/7/2023	TCLERK 060623 ERX		$ -	$ 4.00	$ (3,490.05)	
*12		102	GCR	6/7/2023	TCLERK 060623 EPX		$ -	$ 2.00	$ (3,492.05)	
*12		114	GCR	6/9/2023	TCLERK 060923 IRS		$ -	$ 2.00	$ (3,494.05)	
*12		114	GCR	6/9/2023	TCLERK 060823 ERX		$ -	$ 10.00	$ (3,504.05)	
*12		143	GCR	6/14/2023	RECDESK 061223		$ -	$ 64.00	$ (3,568.05)	
*12		143	GCR	6/14/2023	TCLERK 061323 ERX		$ -	$ 4.00	$ (3,572.05)	
*12		143	GCR	6/14/2023	TCLERK 061323 EPX		$ -	$ 2.00	$ (3,574.05)	
*12		151	GCR	6/13/2023	TCLERK 061223 ERX		$ -	$ 8.00	$ (3,582.05)	
*12		151	GCR	6/13/2023	TCLERK 061223 EPX		$ -	$ 2.00	$ (3,584.05)	
*12		153	GCR	6/16/2023	TCLERK IRS 061623		$ -	$ 6.00	$ (3,590.05)	
*12		153	GCR	6/16/2023	TCLERK 061523 EPX		$ -	$ 2.00	$ (3,592.05)	
*12		200	GCR	6/21/2023	TCLERK 0612-061623		$ -	$ 50.00	$ (3,642.05)	
*12		200	GCR	6/21/2023	TCLERK 062023 ERX		$ -	$ 2.00	$ (3,644.05)	
*12		209	GCR	6/26/2023	TCLERK 062323 ERX		$ -	$ 4.00	$ (3,648.05)	
*12		237	GCR	6/20/2023	TCLERK 061623 ERX		$ -	$ 6.00	$ (3,654.05)	
*12		240	GCR	6/23/2023	TCLERK 062223 ERX		$ -	$ 2.00	$ (3,656.05)	
*12		241	GCR	6/27/2023	TCLERK 062623 EPX		$ -	$ 2.00	$ (3,658.05)	
*12		241	GCR	6/27/2023	TCLERK 062623 ERX		$ -	$ 6.00	$ (3,664.05)	
*12		272	GCR	6/28/2023	TCLERK 0619-062323		$ -	$ 82.00	$ (3,746.05)	
*12		294	GCR	6/30/2023	T CLERK 062923 ERX		$ -	$ 2.00	$ (3,748.05)	
*12		295	GCR	6/30/2023	T CLERK EPX FEE		$ 7.95	$ -	$ (3,740.10)	
*12		295	GCR	6/30/2023	T CLERK 063023 ERX		$ -	$ 6.00	$ (3,746.10)	
*12		310	GCR	6/30/2023	063023 T CLERK 0626-063023		$ -	$ 78.00	$ (3,824.10)	
						$ (11,534.13)	$ 1,429.90	$ 5,254.00	$ (3,824.10)	$ (15,358.23)

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*1		129	GCR	7/6/2022	TC ERX 070622		$ -	$ 6.00	$ (6.00)	
*1		131	GCR	7/7/2022	TC ERX 070722		$ -	$ 4.00	$ (10.00)	
*1		180	GCR	7/11/2022	TC ERX 071122		$ -	$ 2.00	$ (12.00)	
*1		187	API	7/15/2022	000678 48800 RICOH USA INC		$ 107.45	$ -	$ 95.45	
*1		187	API	7/15/2022	001852 48633 ADKINS PRINTING		$ 299.99	$ -	$ 395.44	
*1		223	GCR	7/13/2022	TC ERX 071322		$ -	$ 7.00	$ 388.44	
*1		224	GCR	7/14/2022	TC ERX 071422		$ -	$ 3.00	$ 385.44	
*1		225	GCR	7/15/2022	TC ERX 071522		$ -	$ 3.00	$ 382.44	
*1		244	GCR	7/12/2022	TC ERX 071222		$ -	$ 6.00	$ 376.44	
*1		246	GCR	7/18/2022	TC 0701-070822		$ -	$ 96.00	$ 280.44	
*1		246	GCR	7/18/2022	TC ERX 071822		$ -	$ 3.00	$ 277.44	
*1		261	GCR	7/19/2022	TC ERX 071922		$ -	$ 9.00	$ 268.44	
*1		262	GCR	7/20/2022	TC 0711-071522		$ -	$ 80.00	$ 188.44	
*1		263	GCR	7/21/2022	TC ERX 072122		$ -	$ 2.00	$ 186.44	
*1		300	GCR	7/22/2022	TC ERX 072222		$ -	$ 4.00	$ 182.44	
*1		321	GCR	7/25/2022	TC ERX 072522		$ -	$ 2.00	$ 180.44	
*1		322	GCR	7/27/2022	TC 0718-072222		$ -	$ 134.00	$ 46.44	
*1		334	GCR	7/27/2022	TC ERX 072722		$ -	$ 3.00	$ 43.44	
*1		363	GCR	7/31/2022	TC ERX 072922 DEP 080122		$ -	$ 2.00	$ 41.44	
*1		364	GCR	7/31/2022	TC 0725-072922 DEP 080322		$ -	$ 89.00	$ (47.56)	
*2		49	GCR	8/2/2022	TC ERX 080222		$ -	$ 6.00	$ (53.56)	
*2		92	GCR	8/3/2022	TC ERX 080322		$ -	$ 4.00	$ (57.56)	
*2		94	GCR	8/5/2022	TC ACH 080522 IRS #60154-013		$ -	$ 1.00	$ (58.56)	
*2		94	GCR	8/5/2022	TC ERX 080522		$ -	$ 4.00	$ (62.56)	
*2		96	GCR	8/8/2022	TC ERX 080822		$ -	$ 3.00	$ (65.56)	
*2		97	GCR	8/9/2022	TC ERX 080922		$ -	$ 1.00	$ (66.56)	
*2		98	GCR	8/10/2022	TC ERX 081022		$ -	$ 3.00	$ (69.56)	
*2		99	GCR	8/11/2022	TC ERX 081122		$ -	$ 4.00	$ (73.56)	
*2		117	API	8/19/2022	000678 49848 RICOH USA INC		$ 91.51	$ -	$ 17.95	
*2		147	GCR	8/12/2022	TC 0801-080522		$ -	$ 126.00	$ (108.05)	
*2		147	GCR	8/12/2022	TC ERX 081222		$ -	$ 2.00	$ (110.05)	
*2		148	GCR	8/15/2022	TC ERX 081522		$ -	$ 1.00	$ (111.05)	
*2		149	GCR	8/16/2022	TC ERX 081622		$ -	$ 3.00	$ (114.05)	
*2		150	GCR	8/17/2022	TC ERX 081722		$ -	$ 2.00	$ (116.05)	
*2		182	GCR	8/19/2022	TC 0808-081222		$ -	$ 73.00	$ (189.05)	
*2		186	GCR	8/18/2022	TC ERX 081822		$ -	$ 3.00	$ (192.05)	
*2		187	GCR	8/19/2022	TC ERX 081922		$ -	$ 4.00	$ (196.05)	
*2		190	GCR	8/23/2022	TC ERX 082322		$ -	$ 5.00	$ (201.05)	
*2		215	GCR	8/26/2022	TC 0815-081922		$ -	$ 154.00	$ (355.05)	
*2		217	GCR	8/31/2022	TC 0822-082622 DEP 090222		$ -	$ 125.00	$ (480.05)	
*2		218	GCR	8/31/2022	TC 0829-083122 DEP 090722		$ -	$ 45.00	$ (525.05)	
*2		221	GCR	8/25/2022	TC ERX 082522		$ -	$ 1.00	$ (526.05)	
*2		224	GCR	8/29/2022	TC ERX 082922		$ -	$ 3.00	$ (529.05)	
*2		225	GCR	8/30/2022	TC ERX 083022		$ -	$ 2.00	$ (531.05)	
*3		2	API	9/2/2022	000137 50279 STAPLES, INC		$ 7.42	$ -	$ (523.63)	

ACCOUNT	ACCOUNT NAME				BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE					
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				$ (24,690.84)				
*3		2 API	9/2/2022	000946 49895 INFOSHRED, LLC		$ 29.91	$ -	$ (493.72)	
*3		52 GCR	9/1/2022	TC ERX 090122		$ -	$ 2.00	$ (495.72)	
*3		53 GCR	9/2/2022	TC ERX 090222		$ -	$ 1.00	$ (496.72)	
*3		54 GCR	9/6/2022	TC ERX 090622		$ -	$ 4.00	$ (500.72)	
*3		63 API	9/16/2022	000678 50395 RICOH USA INC		$ 91.51	$ -	$ (409.21)	
*3		101 GEN	9/8/2022	GB11 NC RTN CK#1022 CT IOLTA		$ 2.00	$ -	$ (407.21)	
*3		116 GCR	9/7/2022	TC ERX 090722		$ -	$ 2.00	$ (409.21)	
*3		123 GCR	9/8/2022	TC ERX 090822		$ -	$ 1.00	$ (410.21)	
*3		124 GCR	9/16/2022	TC 0901-090922		$ -	$ 141.00	$ (551.21)	
*3		127 GCR	9/9/2022	TC ACH 090922		$ -	$ 2.00	$ (553.21)	
*3		128 GCR	9/12/2022	TC ACH 091222		$ -	$ 6.00	$ (559.21)	
*3		130 GCR	9/13/2022	TC ERX 091322		$ -	$ 2.00	$ (561.21)	
*3		131 GCR	9/14/2022	TC ERX 091422		$ -	$ 4.00	$ (565.21)	
*3		143 GCR	9/23/2022	TC 0912-091622		$ -	$ 97.00	$ (662.21)	
*3		144 GCR	9/15/2022	TC ERX 091522		$ -	$ 1.00	$ (663.21)	
*3		145 GCR	9/16/2022	TC ERX 091622		$ -	$ 4.00	$ (667.21)	
*3		165 API	9/30/2022	000946 50735 INFOSHRED, LLC		$ 29.91	$ -	$ (637.30)	
*3		168 GEN	9/28/2022	GB39 COLOR COPY CHARGES 0831222		$ 0.60	$ -	$ (636.70)	
*3		180 GCR	9/19/2022	TOWN CLERK ERX 091922		$ -	$ 1.00	$ (637.70)	
*3		182 GCR	9/20/2022	TOWN CLERK ERX 092022		$ -	$ 4.00	$ (641.70)	
*3		183 GCR	9/21/2022	TOWN CLERK ERX 092122		$ -	$ 4.00	$ (645.70)	
*3		199 GCR	9/30/2022	TOWN CLERK 9/19/2022-9/23/20		$ -	$ 82.00	$ (727.70)	
*3		201 API	9/4/2022	001651 51043 JP MORGAN CHASE		$ 40.97	$ -	$ (686.73)	
*3		207 GCR	9/23/2022	TOWN CLERK ERX 092322		$ -	$ 1.00	$ (687.73)	
*3		210 GCR	9/26/2022	TOWN CLERK ERX 092622		$ -	$ 1.00	$ (688.73)	
*3		211 GCR	9/27/2022	TOWN CLERK ERX 092722		$ -	$ 3.00	$ (691.73)	
*3		213 GCR	9/28/2022	TOWN CLERK ERX 09282022		$ -	$ 1.00	$ (692.73)	
*3		217 GCR	9/30/2022	TOWN CLERK ERX 09302022		$ -	$ 4.00	$ (696.73)	
*3		224 GCR	9/30/2022	TOWN CL 9/26-9/30/22 DEP1005		$ -	$ 96.00	$ (792.73)	
*4		40 GCR	10/3/2022	TOWN CLERK ERX 100322		$ -	$ 1.00	$ (793.73)	
*4		41 GCR	10/4/2022	TOWN CLERK ERX 10042022		$ -	$ 4.00	$ (797.73)	
*4		42 GCR	10/5/2022	TOWN CLERK ERX 10052022		$ -	$ 3.00	$ (800.73)	
*4		43 GCR	10/6/2022	TOWN CLERK ERX 10062022		$ -	$ 3.00	$ (803.73)	
*4		44 GCR	10/7/2022	TOWN CLERK ERX 10072022		$ -	$ 1.00	$ (804.73)	
*4		45 GCR	10/11/2022	TOWN CLERK ERX 10112022		$ -	$ 2.00	$ (806.73)	
*4		46 GCR	10/12/2022	TOWN CLERK 10112022		$ -	$ 72.00	$ (878.73)	
*4		49 API	10/14/2022	000678 51248 RICOH USA INC		$ 107.20	$ -	$ (771.53)	
*4		55 GCR	10/12/2022	TOWN CLERK ERX 10122022		$ -	$ 9.00	$ (780.53)	
*4		74 GCR	10/13/2022	TOWN CLERK ERX 10132022		$ -	$ 6.00	$ (786.53)	
*4		88 GCR	10/19/2022	TOWN CLERK 10/11-10/14/2022		$ -	$ 87.00	$ (873.53)	
*4		92 GCR	10/14/2022	TOWN CLERK ERX 10142022		$ -	$ 3.00	$ (876.53)	
*4		93 GCR	10/17/2022	TOWN CLERK ERX 10172022		$ -	$ 4.00	$ (880.53)	
*4		107 GCR	10/7/2022	TOWN CLERK ACH 10072022		$ -	$ 2.00	$ (882.53)	
*4		113 GCR	10/18/2022	TOWN CLERK ERX		$ -	$ 4.00	$ (886.53)	
*4		134 GCR	10/19/2022	TOWN CLERK ERX 10192022		$ -	$ 7.00	$ (893.53)	

ACCOUNT / PER	ACCOUNT NAME / JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				$ (24,690.84)				
*4	136	GCR	10/21/2022	TOWN CLERK ERX 10212022		$ -	$ 5.00	$ (898.53)	
*4	151	GCR	10/24/2022	TOWN CLERK ERX 10242022		$ -	$ 4.00	$ (902.53)	
*4	172	API	10/28/2022	000137 51647 STAPLES, INC		$ 48.49	$ -	$ (854.04)	
*4	172	API	10/28/2022	001388 51781 FOLEY CARRIER S		$ 58.49	$ -	$ (795.55)	
*4	172	API	10/28/2022	001858 51788 HARTFORD HEALTH		$ 147.00	$ -	$ (648.55)	
*4	172	API	10/28/2022	000946 51798 INFOSHRED, LLC		$ 29.91	$ -	$ (618.64)	
*4	182	GCR	10/26/2022	TOWN CLERK 10/17-10/21/2022		$ -	$ 110.00	$ (728.64)	
*4	184	GCR	10/25/2022	TOWN CLERK ERX 10252022		$ -	$ 5.00	$ (733.64)	
*4	185	GCR	10/26/2022	TOWN CLERK ERX 10262022		$ -	$ 5.00	$ (738.64)	
*4	186	GCR	10/20/2022	TOWN CLERK ERX 10202022		$ -	$ 10.00	$ (748.64)	
*4	198	GCR	10/27/2022	TOWN CLERK ERX 10272022		$ -	$ 4.00	$ (752.64)	
*4	215	API	10/31/2022	001651 51824 JP MORGAN CHASE		$ 234.70	$ -	$ (517.94)	
*4	236	GCR	10/31/2022	TOWN CLERK ERX 10312022		$ -	$ 2.00	$ (519.94)	
*4	241	GCR	10/31/2022	TOW 10/24-10/28/22 DEP 11022		$ -	$ 116.00	$ (635.94)	
*4	241	GCR	10/31/2022	TOW 103122 DEP 110222		$ -	$ 2.00	$ (637.94)	
*5	35	GCR	11/1/2022	TOWN CLERK ERX 110122		$ -	$ 6.00	$ (643.94)	
*5	36	GCR	11/2/2022	TOWN CLERK ERX 11022022		$ -	$ 9.00	$ (652.94)	
*5	38	GCR	11/4/2022	TOWN CLERK ERX 11042022		$ -	$ 1.00	$ (653.94)	
*5	44	GCR	11/7/2022	TOWN CLERK ERX 11072022		$ -	$ 5.00	$ (658.94)	
*5	48	API	11/10/2022	000137 52224 STAPLES, INC		$ 18.59	$ -	$ (640.35)	
*5	48	API	11/10/2022	000678 52211 RICOH USA INC		$ 91.51	$ -	$ (548.84)	
*5	48	API	11/10/2022	002662 52096 JAMES A ROBINSO		$ 934.00	$ -	$ 385.16	
*5	56	GCR	11/8/2022	TOWN CLERK ERX 110822		$ -	$ 6.00	$ 379.16	
*5	85	GCR	11/9/2022	TOWN CLERK ERX 11092022		$ -	$ 7.00	$ 372.16	
*5	87	GCR	11/14/2022	TOWN CLERK ERX 11142022		$ -	$ 2.00	$ 370.16	
*5	113	GCR	11/9/2022	110922 TOWN CLERK 103122-110422		$ -	$ 103.00	$ 267.16	
*5	117	GCR	11/15/2022	111522 TOWN CLERK 111522		$ -	$ 9.00	$ 258.16	
*5	119	GCR	11/16/2022	111622 TOWN CLERK 110722-111022		$ -	$ 83.00	$ 175.16	
*5	120	GCR	11/16/2022	111622 TOWN CLERK ACH		$ -	$ 7.00	$ 168.16	
*5	121	GCR	11/17/2022	111722 TOWN CLERK ACH		$ -	$ 6.00	$ 162.16	
*5	123	GCR	11/18/2022	111822 TOWN CLERK ACH		$ -	$ 1.00	$ 161.16	
*5	131	API	11/23/2022	000946 52692 INFOSHRED, LLC		$ 29.91	$ -	$ 191.07	
*5	145	GCR	11/23/2022	TOWN CLERK 11/14-11/18/2022		$ -	$ 75.00	$ 116.07	
*5	153	GCR	11/21/2022	TOWN CLERK ERX 11212022		$ -	$ 4.00	$ 112.07	
*5	154	GCR	11/22/2022	TOWN CLERK ERX 11222022		$ -	$ 15.00	$ 97.07	
*5	155	GCR	11/23/2022	TOWN CLERK ERX 11232022		$ -	$ 20.00	$ 77.07	
*5	183	GCR	11/25/2022	TOWN CLERK ERX 11252022		$ -	$ 2.00	$ 75.07	
*5	185	GCR	11/29/2022	TOWN CLERK ERX 11292022		$ -	$ 14.00	$ 61.07	
*5	198	GCR	11/30/2022	TOWN CLERK 11/21-11/23/2022		$ -	$ 47.00	$ 14.07	
*5	198	GCR	11/30/2022	TOWN CLERK ERX 11302022		$ -	$ 7.00	$ 7.07	
*5	224	GCR	11/30/2022	TOWN 11/28-11/30/22 DEP 1202		$ -	$ 35.00	$ (27.93)	
*5	227	GEN	11/30/2022	GB47 WIDMER T-3 TIME STAMP		$ -	$ 934.00	$ (961.93)	
*5	227	GEN	11/30/2022	GB47 OFFICE SUPPLIES		$ -	$ 324.16	$ (1,286.09)	
*6	15	GCR	12/2/2022	TOWN CLERK ERX 12022022		$ -	$ 4.00	$ (1,290.09)	
*6	16	GCR	12/1/2022	TOWN CLERK ERX 12012022		$ -	$ 10.00	$ (1,300.09)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*6		17	GCR	12/5/2022	TOWN CLERK ERX 12052022		$ -	$ 2.00	$ (1,302.09)	
*6		52	GCR	12/8/2022	TOWN CLERK ERX 12072022		$ -	$ 2.00	$ (1,304.09)	
*6		52	GCR	12/8/2022	TOWN CLERK ERX 12082022		$ -	$ 2.00	$ (1,306.09)	
*6		55	GCR	12/9/2022	TOWN CLERK ERX 12092022		$ -	$ 3.00	$ (1,309.09)	
*6		64	GCR	12/12/2022	TOWN CLERK ERX 12122022		$ -	$ 1.00	$ (1,310.09)	
*6		75	GCR	12/13/2022	TOWN CLERK ERX 12132022		$ -	$ 7.00	$ (1,317.09)	
*6		82	GCR	12/14/2022	TOWN CLERK 12132022		$ -	$ 112.00	$ (1,429.09)	
*6		90	GCR	12/14/2022	TOWN CLERK ERX 12142022		$ -	$ 3.00	$ (1,432.09)	
*6		102	GCR	12/6/2022	TOWN CLERK EXR 120622		$ -	$ 6.00	$ (1,438.09)	
*6		104	GCR	12/15/2022	TOWN CLERK ERX 12152022		$ -	$ 3.00	$ (1,441.09)	
*6		108	GCR	12/9/2022	TOWN CLERK ACH 12092022		$ -	$ 1.00	$ (1,442.09)	
*6		123	GCR	12/16/2022	TOWN CLERK ERX 12162022		$ -	$ 4.00	$ (1,446.09)	
*6		125	GCR	12/19/2022	TOWN CLERK ERX 12192022		$ -	$ 23.00	$ (1,469.09)	
*6		145	GCR	12/21/2022	TOWN CLERK 12/12-12/16/2022		$ -	$ 74.00	$ (1,543.09)	
*6		153	API	12/23/2022	000678 53387 RICOH USA INC		$ 91.51	$ -	$ (1,451.58)	
*6		153	API	12/23/2022	002404 53228 COMPBASE, INC		$ 1,200.00	$ -	$ (251.58)	
*6		159	GCR	12/21/2022	TOWN CLERK 12212022		$ -	$ 3.00	$ (254.58)	
*6		174	GCR	12/22/2022	TOWN CLERK ERX 12222022		$ -	$ 1.00	$ (255.58)	
*6		181	GCR	12/28/2022	TOWN CLERK 12/19-12/23/2022		$ -	$ 88.00	$ (343.58)	
*6		195	GCR	12/28/2022	TOWN CLERK ERX 12282022		$ -	$ 2.00	$ (345.58)	
*6		203	GCR	12/29/2022	TOWN CLERK ERX 12292022		$ -	$ 2.00	$ (347.58)	
*6		208	GCR	12/30/2022	TOWN CLERK ERX 12302022		$ -	$ 2.00	$ (349.58)	
*6		240	GCR	12/31/2022	TOW 12/27-12/30/22 DEP 01042		$ -	$ 47.00	$ (396.58)	
*6		247	GEN	12/31/2022	GB52 COLOR COPY CHARGES 123122		$ 1.30	$ -	$ (395.28)	
*6		15	API	1/6/2023	000946 53527 INFOSHRED, LLC		$ 29.91	$ -	$ (365.37)	
*7		32	GCR	1/3/2023	TOWN CLERK ERX 01032023		$ -	$ 3.00	$ (368.37)	
*7		33	GCR	1/4/2023	TOWN CLERK ERX 01042023		$ -	$ 2.00	$ (370.37)	
*7		34	GCR	1/5/2023	TOWN CLERK ERX 01052023		$ -	$ 12.00	$ (382.37)	
*7		35	GCR	1/6/2023	TOWN CLERK ERX 01062023		$ -	$ 1.00	$ (383.37)	
*7		45	GCR	1/11/2023	TOWN CLERK 1/3-1/06/2023		$ -	$ 76.00	$ (459.37)	
*7		54	GCR	1/9/2023	TOWN CLERK ERX 01092023		$ -	$ 1.00	$ (460.37)	
*7		55	GCR	1/10/2023	TOWN CLERK ERX 01102023		$ -	$ 6.00	$ (466.37)	
*7		56	GCR	1/11/2023	TOWN CLERK ERX 01112023		$ -	$ 1.00	$ (467.37)	
*7		61	GEN	1/4/2023	GB05 CT TOWN CLERK'S ASSOC -CODIN		$ 85.00	$ -	$ (382.37)	
*7		77	GCR	1/12/2023	TOWN CLERK ERX 01122023		$ -	$ 2.00	$ (384.37)	
*7		78	GCR	1/13/2023	TOWN CLERK ERX 011323		$ -	$ 1.00	$ (385.37)	
*7		103	API	1/20/2023	000678 54116 RICOH USA INC		$ 106.95	$ -	$ (278.42)	
*7		109	GCR	1/17/2023	TOWN CLERK ERX 01172023		$ -	$ 1.00	$ (279.42)	
*7		116	GCR	1/18/2023	TOWN CLERK ERX 01172023		$ -	$ 7.00	$ (286.42)	
*7		117	GCR	1/19/2023	TOWN CLERK ERX 01182023		$ -	$ 1.00	$ (287.42)	
*7		118	GCR	1/20/2023	TOWN CLERK 1/9-1/13/2023		$ -	$ 58.00	$ (345.42)	
*7		128	GCR	1/20/2023	TOWN CLERK ERX 01192023		$ -	$ 3.00	$ (348.42)	
*7		136	GCR	1/23/2023	TOWN CLERK ERX 01202023		$ -	$ 4.00	$ (352.42)	
*7		155	GCR	1/24/2023	TOWN CLERK ERX 01232023		$ -	$ 3.00	$ (355.42)	
*7		156	GCR	1/25/2023	TOWN CLERK 1/17-1/20/2023		$ -	$ 41.00	$ (396.42)	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*7		156	GCR	1/25/2023	TOWN CLERK ERX 01242023		$ -	$ 3.00	$ (399.42)	
*7		167	GCR	1/26/2023	TOWN CLERK ERX 01252023		$ -	$ 4.00	$ (403.42)	
*7		192	GCR	1/27/2023	TOWN CLERK ERX 01262023		$ -	$ 3.00	$ (406.42)	
*7		224	GCR	1/30/2023	TOWN CLERK 01272023		$ -	$ 3.00	$ (409.42)	
*7		232	API	1/4/2023	001651 54510 JP MORGAN CHASE		$ 340.17	$ -	$ (69.25)	
*7		247	GCR	1/31/2023	TOW 01/23-01/31/23 DEP 02032		$ -	$ 79.00	$ (148.25)	
*7		256	GEN	1/31/2023	GB67 COLOR COPY CHARGES 013123		$ 0.30	$ -	$ (147.95)	
*8		12	API	2/3/2023	000946 54448 INFOSHRED, LLC		$ 29.91	$ -	$ (118.04)	
*8		12	API	2/3/2023	002155 54505 CIVICPLUS, INC		$ 29.78	$ -	$ (88.26)	
*8		32	GCR	2/2/2023	TOWN CLERK ERX 02012023		$ -	$ 4.00	$ (92.26)	
*8		33	GCR	2/3/2023	TOWN CLERK ERX 02022023		$ -	$ 2.00	$ (94.26)	
*8		49	GCR	2/6/2023	TOWN CLERK ERX 02032023		$ -	$ 14.00	$ (108.26)	
*8		50	GCR	2/7/2023	TOWN CLERK ERX 02062023		$ -	$ 1.00	$ (109.26)	
*8		52	GCR	2/8/2023	TOWN CLERK 02/01-02/03/2023		$ -	$ 48.00	$ (157.26)	
*8		52	GCR	2/8/2023	TOWN CLERK ERX 02072023		$ -	$ 1.00	$ (158.26)	
*8		73	GCR	2/9/2023	TOWN CLERK ERX 02082023		$ -	$ 8.00	$ (166.26)	
*8		74	GCR	2/10/2023	TOWN CLERK ERX 02092023		$ -	$ 2.00	$ (168.26)	
*8		80	GCR	2/13/2023	TOWN CLERK ERX 02102023		$ -	$ 1.00	$ (169.26)	
*8		87	API	2/17/2023	000678 54870 RICOH USA INC		$ 91.51	$ -	$ (77.75)	
*8		87	API	2/17/2023	000873 54806 CT TOWN CLERK'S		$ 161.90	$ -	$ 84.15	
*8		87	API	2/17/2023	001794 54655 W.B. MASON CO.,		$ 10.33	$ -	$ 94.48	
*8		87	API	2/17/2023	001851 54805 GOVERNMENT REVE		$ 7,236.64	$ -	$ 7,331.12	
*8		99	GCR	2/14/2023	TOWN CLERK ERX 02132023		$ -	$ 2.00	$ 7,329.12	
*8		100	GCR	2/15/2023	TOWN CLERK 2/6-2/10/2023		$ -	$ 45.00	$ 7,284.12	
*8		100	GCR	2/15/2023	TOWN CLERK ERX 02152023		$ -	$ 14.00	$ 7,270.12	
*8		117	GCR	2/16/2023	TOWN CLERK ERX 02152023		$ -	$ 11.00	$ 7,259.12	
*8		127	GCR	2/17/2023	TOWN CLERK ERX 02162023		$ -	$ 2.00	$ 7,257.12	
*8		170	GCR	2/21/2023	TOWN CLERK ERX 02172023		$ -	$ 1.00	$ 7,256.12	
*8		171	GCR	2/22/2023	TOWN CLERK 02/13-02/17/2023		$ -	$ 66.00	$ 7,190.12	
*8		171	GCR	2/22/2023	TOWN CLERK ERX 02212023		$ -	$ 13.00	$ 7,177.12	
*8		183	GCR	2/23/2023	TOWN CLERK ERX 02222023		$ -	$ 3.00	$ 7,174.12	
*8		185	GCR	2/24/2023	TOWN CLERK ERX 02232023		$ -	$ 4.00	$ 7,170.12	
*8		223	GCR	2/27/2023	TOWN CLERK ERX 022423		$ -	$ 12.00	$ 7,158.12	
*8		225	GCR	2/28/2023	TOWN CLERK ERX 02272023		$ -	$ 1.00	$ 7,157.12	
*8		229	API	2/4/2023	001651 55279 JP MORGAN CHASE		$ 208.68	$ -	$ 7,365.80	
*8		231	GCR	2/28/2023	TOWN CL ERX 022823 DEP 03012		$ -	$ 1.00	$ 7,364.80	
*8		231	GCR	2/28/2023	TOW 02/21-02/28/23 DEP 03032		$ -	$ 62.00	$ 7,302.80	
*8		241	GEN	2/28/2023	GB52 COLOR COPY CHARGES 022823		$ 0.35	$ -	$ 7,303.15	
*9		5	API	3/3/2023	000946 54992 INFOSHRED, LLC		$ 29.91	$ -	$ 7,333.06	
*9		72	GCR	3/2/2023	TOWN CLERK ERX 030123		$ -	$ 3.00	$ 7,330.06	
*9		73	GCR	3/3/2023	TOWN CLERK ERX 030223		$ -	$ 1.00	$ 7,329.06	
*9		76	API	3/17/2023	000678 55301 RICOH USA INC		$ 91.51	$ -	$ 7,420.57	
*9		78	GCR	3/6/2023	TOWN CLERK ERX 030323		$ -	$ 4.00	$ 7,416.57	
*9		80	GCR	3/8/2023	TOWN CLERK ERX 030723		$ -	$ 1.00	$ 7,415.57	
*9		80	GCR	3/8/2023	TOWN CLERK 03/01/23-03/03/23		$ -	$ 52.00	$ 7,363.57	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101 -000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*9	83	GCR	3/10/2023	TOWN CLERK ERX 030823			$ -	$ 2.00	$ 7,361.57	
*9	85	GCR	3/14/2023	TOWN CLERK ERX 031323			$ -	$ 3.00	$ 7,358.57	
*9	86	GCR	3/15/2023	TOWN CLERK ERX 030923			$ -	$ 3.00	$ 7,355.57	
*9	86	GCR	3/15/2023	TOWN CLERK ERX 031023			$ -	$ 1.00	$ 7,354.57	
*9	86	GCR	3/15/2023	TOWN CLERK ERX 031423			$ -	$ 2.00	$ 7,352.57	
*9	86	GCR	3/15/2023	TOWN CLERK 030623-031023			$ -	$ 109.00	$ 7,243.57	
*9	122	GCR	3/16/2023	031623 TOWN CLERK 031523 ERX			$ -	$ 2.00	$ 7,241.57	
*9	123	GCR	3/17/2023	031723 TOWN CLERK 031623 ERX			$ -	$ 1.00	$ 7,240.57	
*9	124	GEN	3/21/2023	032123 TOWN CLERK 032023 ERX			$ -	$ 1.00	$ 7,239.57	
*9	130	GCR	3/20/2023	032023 TOWN CLERK 031723ERX			$ -	$ 2.00	$ 7,237.57	
*9	130	GCR	3/20/2023	032023 TOWN CLERK 031723EPX			$ -	$ 1.00	$ 7,236.57	
*9	136	GCR	3/22/2023	032223 T CLERK 0313-031723			$ -	$ 65.00	$ 7,171.57	
*9	136	GCR	3/22/2023	032223 T CLERK 032123 ERX			$ -	$ 2.00	$ 7,169.57	
*9	138	GCR	3/23/2023	032323 T CLERK 032223 ERX			$ -	$ 1.00	$ 7,168.57	
*9	149	GCR	3/24/2023		32423		$ -	$ 3.00	$ 7,165.57	
*9	149	GCR	3/24/2023	032423 T CLERK 032323ERX			$ -	$ 3.00	$ 7,162.57	
*9	169	API	3/31/2023	000873 55952 CT TOWN CLERK'S			$ 295.00	$ -	$ 7,457.57	
*9	169	API	3/31/2023	000946 55977 INFOSHRED, LLC			$ 29.91	$ -	$ 7,487.48	
*9	182	GCR	3/30/2023	033023 T CLERK 032923ERX			$ -	$ 4.00	$ 7,483.48	
*9	183	GCR	3/27/2023	032723 T CLERK 032423ERX			$ -	$ 1.00	$ 7,482.48	
*9	184	GCR	3/28/2023	032823 T CLERK 032723 ERX			$ -	$ 2.00	$ 7,480.48	
*9	185	GCR	3/29/2023	032923 T CLERK 03/20-3/24/23			$ -	$ 94.00	$ 7,386.48	
*9	185	GCR	3/29/2023	032923 T CLERK 032823 ERX			$ -	$ 6.00	$ 7,380.48	
*9	196	API	3/4/2023	001651 56041 JP MORGAN CHASE			$ 30.73	$ -	$ 7,411.21	
*9	208	GCR	3/31/2023	033123 T CLERK 033023 ERX			$ -	$ 1.00	$ 7,410.21	
*9	214	GCR	3/31/2023	MARCH T CLERK 033123 ERX DEP 04032			$ -	$ 5.00	$ 7,405.21	
*9	222	GCR	3/31/2023	MARDIT T CLERK 03/27/-03/31/23 DIT			$ -	$ 25.00	$ 7,380.21	
*10	26	GCR	4/4/2023	040423 T CLERK 040323 ERX			$ -	$ 4.00	$ 7,376.21	
*10	44	GCR	4/6/2023	040623 T CLERK 040523 ERX			$ -	$ 4.00	$ 7,372.21	
*10	46	GCR	4/7/2023	040723 TOWN CLERK 040623 ERX			$ -	$ 1.00	$ 7,371.21	
*10	71	GCR	4/11/2023	041123 T CLERK 041023 ERX			$ -	$ 9.00	$ 7,362.21	
*10	85	GCR	4/12/2023	TCLERK 4/3-4/6/23			$ -	$ 59.00	$ 7,303.21	
*10	85	GCR	4/12/2023	TCLERK 041123 ERX			$ -	$ 1.00	$ 7,302.21	
*10	95	GCR	4/13/2023	TCLERK 04122023			$ -	$ 2.00	$ 7,300.21	
*10	97	GCR	4/14/2023	TCLERK 041323			$ -	$ 2.00	$ 7,298.21	
*10	111	GCR	4/17/2023	TCLERK 041423 CC			$ -	$ 17.00	$ 7,281.21	
*10	113	GCR	4/18/2023	TCLERK 041723 EPX			$ -	$ 1.00	$ 7,280.21	
*10	113	GCR	4/18/2023	TCLERK 041723 ERX			$ -	$ 7.00	$ 7,273.21	
*10	126	API	4/28/2023	000137 56455 STAPLES, INC			$ 447.60	$ -	$ 7,720.81	
*10	126	API	4/28/2023	000873 56451 CT TOWN CLERK'S			$ 175.00	$ -	$ 7,895.81	
*10	126	API	4/28/2023	000678 56371 RICOH USA INC			$ 106.16	$ -	$ 8,001.97	
*10	130	GCR	4/19/2023	TCLERK 041023-041423			$ -	$ 80.00	$ 7,921.97	
*10	130	GCR	4/19/2023	TCLERK 041923 CC			$ -	$ 2.00	$ 7,919.97	
*10	150	GCR	4/20/2023	TCLERK 041923 ERX			$ -	$ 4.00	$ 7,915.97	
*10	162	API	4/4/2023	001651 56710 JP MORGAN CHASE			$ 91.66	$ -	$ 8,007.63	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*10		173	GCR	4/24/2023	TCLERK 042123 ERX		$ -	$ 1.00	$ 8,006.63	
*10		177	GCR	4/27/2023	TCLERK 041723-042123		$ -	$ 53.00	$ 7,953.63	
*10		181	GEN	4/30/2023	GB47 COLOR COPY CHARGES 033123		$ 1.15	$ -	$ 7,954.78	
*10		191	GCR	4/25/2023	TCLERK 042423 EPX		$ -	$ 1.00	$ 7,953.78	
*10		191	GCR	4/25/2023	TCLERK 042423 ERX		$ -	$ 1.00	$ 7,952.78	
*10		193	GCR	4/26/2023	TCLERK 042523 EPX		$ -	$ 2.00	$ 7,950.78	
*10		203	GCR	4/30/2023	T CLERK 042823 ERX DIT		$ -	$ 14.00	$ 7,936.78	
*10		206	GCR	4/30/2023	T CLERK 0424-042823 DIT		$ -	$ 47.00	$ 7,889.78	
*11		76	GCR	5/2/2023	TCLERK 050123 ERX		$ -	$ 6.00	$ 7,883.78	
*11		77	GCR	5/3/2023	TCLERK 050223 ERX		$ -	$ 3.00	$ 7,880.78	
*11		78	API	5/12/2023	000678 56805 RICOH USA INC		$ 91.51	$ -	$ 7,972.29	
*11		78	API	5/12/2023	000946 56951 INFOSHRED, LLC		$ 29.91	$ -	$ 8,002.20	
*11		99	GCR	5/5/2023	TCLERK 050423 ERX		$ -	$ 2.00	$ 8,000.20	
*11		101	GCR	5/8/2023	TCLERK 050523 ERX		$ -	$ 2.00	$ 7,998.20	
*11		102	GCR	5/10/2023	TCLERK 050123-050523		$ -	$ 98.00	$ 7,900.20	
*11		102	GCR	5/10/2023	TCLERK 050923 EPX		$ -	$ 1.00	$ 7,899.20	
*11		102	GCR	5/10/2023	TCLERK 050923 ERX		$ -	$ 14.00	$ 7,885.20	
*11		107	GCR	5/9/2023	TCLERK 050823 ERX		$ -	$ 10.00	$ 7,875.20	
*11		108	GCR	5/12/2023	TCLERK 051123 ERX		$ -	$ 1.00	$ 7,874.20	
*11		120	GCR	5/15/2023	TCLERK 051223 EPX		$ -	$ 1.00	$ 7,873.20	
*11		120	GCR	5/15/2023	TCLERK 051223 ERX		$ -	$ 3.00	$ 7,870.20	
*11		121	GCR	5/16/2023	TCLERK 051523 ERX		$ -	$ 1.00	$ 7,869.20	
*11		134	GCR	5/17/2023	TCLERK 050823-051223		$ -	$ 57.00	$ 7,812.20	
*11		134	GCR	5/17/2023	TCLERK 051623 ERX		$ -	$ 2.00	$ 7,810.20	
*11		180	API	5/26/2023	001842 57325 CT DEPT OF AGRI		$ 86.00	$ -	$ 7,896.20	
*11		193	GCR	5/22/2023	TCLERK 051923 ERX		$ -	$ 1.00	$ 7,895.20	
*11		200	GCR	5/23/2023	TCLERK 052223 ERX		$ -	$ 3.00	$ 7,892.20	
*11		204	GCR	5/24/2023	TCLERK 051523-051923		$ -	$ 70.00	$ 7,822.20	
*11		204	GCR	5/24/2023	TCLERK 052323 ERX		$ -	$ 2.00	$ 7,820.20	
*11		220	GCR	5/25/2023	TCLERK 052423 EPX		$ -	$ 1.00	$ 7,819.20	
*11		220	GCR	5/25/2023	TCLERK 052423 ERX		$ -	$ 11.00	$ 7,808.20	
*11		231	GCR	5/26/2023	TCLERK 053123 ACH IRS		$ -	$ 1.00	$ 7,807.20	
*11		231	GCR	5/26/2023	TCLERK 052523 ERX		$ -	$ 3.00	$ 7,804.20	
*11		254	GCR	5/30/2023	TCLERK 052623 ERX		$ -	$ 4.00	$ 7,800.20	
*11		256	GCR	5/31/2023	TCLERK 053023 ERX		$ -	$ 1.00	$ 7,799.20	
*11		276	GEN	5/31/2023	GB56 COLOR COPIES 043023		$ 0.10	$ -	$ 7,799.30	
*11		277	GEN	5/31/2023	GB57 COLOR COPIES 053123		$ 1.00	$ -	$ 7,800.30	
*11		282	GCR	5/31/2023	TCLERK 053123 ERX DEP 060123		$ -	$ 4.00	$ 7,796.30	
*11		283	GCR	5/31/2023	TCLERK 0522-053123 DEP 06022		$ -	$ 103.00	$ 7,693.30	
*12		30	GCR	6/2/2023	TCLERK 060123 EPX		$ -	$ 1.00	$ 7,692.30	
*12		30	GCR	6/2/2023	TCLERK 060123 ERX		$ -	$ 3.00	$ 7,689.30	
*12		31	API	6/9/2023	000946 57722 INFOSHRED, LLC		$ 29.91	$ -	$ 7,719.21	
*12		34	GCR	6/5/2023	TCLERK 060223 ERX		$ -	$ 13.00	$ 7,706.21	
*12		72	GCR	6/6/2023	TCLERK 060523 ERX		$ -	$ 5.00	$ 7,701.21	
*12		75	GCR	6/8/2023	TCLERK 060723 ERX		$ -	$ 12.00	$ 7,689.21	

ACCOUNT	ACCOUNT NAME					BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE						
101-000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.					$ (24,690.84)				
*12		75	GCR	6/8/2023	TCLERK 060723 EPX		$ -	$ 1.00	$ 7,688.21	
*12		102	GCR	6/7/2023	TCLERK 0601-060223		$ -	$ 88.00	$ 7,600.21	
*12		102	GCR	6/7/2023	TCLERK 060623 ERX		$ -	$ 2.00	$ 7,598.21	
*12		102	GCR	6/7/2023	TCLERK 060623 EPX		$ -	$ 1.00	$ 7,597.21	
*12		114	GCR	6/9/2023	TCLERK 060923 IRS		$ -	$ 1.00	$ 7,596.21	
*12		114	GCR	6/9/2023	TCLERK 060823 ERX		$ -	$ 5.00	$ 7,591.21	
*12		143	GCR	6/14/2023	RECDESK 061223		$ -	$ 42.00	$ 7,549.21	
*12		143	GCR	6/14/2023	TCLERK 061323 ERX		$ -	$ 2.00	$ 7,547.21	
*12		143	GCR	6/14/2023	TCLERK 061323 EPX		$ -	$ 1.00	$ 7,546.21	
*12		151	GCR	6/13/2023	TCLERK 061223 ERX		$ -	$ 4.00	$ 7,542.21	
*12		151	GCR	6/13/2023	TCLERK 061223 EPX		$ -	$ 1.00	$ 7,541.21	
*12		153	GCR	6/16/2023	TCLERK IRS 061623		$ -	$ 3.00	$ 7,538.21	
*12		153	GCR	6/16/2023	TCLERK 061523 EPX		$ -	$ 1.00	$ 7,537.21	
*12		160	API	6/23/2023	000137 57773 STAPLES, INC		$ 94.59	$ -	$ 7,631.80	
*12		160	API	6/23/2023	000137 57776 STAPLES, INC		$ 43.03	$ -	$ 7,674.83	
*12		160	API	6/23/2023	000678 57771 RICOH USA INC		$ 91.51	$ -	$ 7,766.34	
*12		200	GCR	6/21/2023	TCLERK 0612-061623		$ -	$ 45.00	$ 7,721.34	
*12		200	GCR	6/21/2023	TCLERK 062023 ERX		$ -	$ 1.00	$ 7,720.34	
*12		209	GCR	6/26/2023	TCLERK 062323 ERX		$ -	$ 12.00	$ 7,708.34	
*12		212	API	6/28/2023	000946 58224 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		213	APM	6/28/2023	000946 57722 INFOSHRED, LLC		$ -	$ 29.91	$ 7,708.34	
*12		214	API	6/28/2023	000946 58225 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		215	APM	6/28/2023	000946 56951 INFOSHRED, LLC		$ -	$ 29.91	$ 7,708.34	
*12		216	API	6/28/2023	000946 58226 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		217	APM	6/28/2023	000946 54992 INFOSHRED, LLC		$ -	$ 29.91	$ 7,708.34	
*12		218	API	6/28/2023	000946 58227 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		219	APM	6/28/2023	000946 54448 INFOSHRED, LLC		$ -	$ 29.91	$ 7,708.34	
*12		220	API	6/28/2023	000946 58228 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		221	APM	6/28/2023	000946 52692 INFOSHRED, LLC		$ -	$ 29.91	$ 7,708.34	
*12		222	API	6/30/2023	000946 58229 INFOSHRED, LLC		$ 29.91	$ -	$ 7,738.25	
*12		237	GCR	6/20/2023	TCLERK 061623 ERX		$ -	$ 3.00	$ 7,735.25	
*12		240	GCR	6/23/2023	TCLERK 062223 ERX		$ -	$ 1.00	$ 7,734.25	
*12		241	GCR	6/27/2023	TCLERK 062623 EPX		$ -	$ 1.00	$ 7,733.25	
*12		241	GCR	6/27/2023	TCLERK 062623 ERX		$ -	$ 3.00	$ 7,730.25	
*12		272	GCR	6/28/2023	TCLERK 0619-062323		$ -	$ 61.00	$ 7,669.25	
*12		287	GEN	6/30/2023	GB52 COLOR COPY CHARGES JUNE		$ 1.25	$ -	$ 7,670.50	
*12		294	GCR	6/30/2023	T CLERK 062923 ERX		$ -	$ 1.00	$ 7,669.50	
*12		295	GCR	6/30/2023	T CLERK 063023 ERX		$ -	$ 13.00	$ 7,656.50	
*12		310	GCR	6/30/2023	063023 T CLERK 0626-063023		$ -	$ 89.00	$ 7,567.50	
						$ (24,690.84)	$ 13,972.21	$ 6,404.71	$ 7,567.50	$ (17,123.34)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund
LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: $2/recording.
Revenue Balance FY23: $15,359
Anticipated additional revenues FY2: $5,500

Town Clerk Revenue Fund
LI 101-21039

Pursuant to CGS 7-34a(e), (Land Protection, Affordable Housing & Historic Preservation). Source: Since 2013 with every mortgage recorded with Mortgage Electronic Registration Systems (MERS) as nominee, $39 goes into the general fund and $10 into this revenue fund. Otherwise, $1 per recording.
Revenue Balance FY23: $17,124
Anticipated additional revenues FY21: $7,500

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.
Grant Received FY19: $4,500
Grant Received FY20: $5,500
Grant Received FY21: $5,500
Grant Received FY22: $5,500
Grant Received FY23: $5,500
Grant Received FY24: $6,000
Expectation FY25: $4,500 – $6,000

Anticipated Future Expenditures of Funds

Continued off-site document and security microfilm storage, continuing document preservation and uploading of land record to the internet and storage with a focus on technology integration throughout the office, annual purchase of vital records binders, select office supplies and equipment, copier costs, microfilming, professional fees, tracking software and as needs arise, purchasing of shelving, cabinets for the vault and furniture for the office.

CGS Sec. 7-34. Fees.
LI 101-21036

(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of three dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-thirds of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-8i. One-third of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with said employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

LI 101-21039

(e) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of forty dollars for each document recorded in the land records of the municipality. The town clerk shall retain one dollar of any fee paid pursuant to this subsection and three dollars of such fee shall become part of the general revenue of the municipality and be used to pay for local capital improvement projects, as defined in section 7-536. Not later than the fifteenth day of each month, town clerks shall remit thirty-six dollars of the fees paid pursuant to this subsection during the previous calendar month to the State Treasurer. Upon deposit in the General Fund, such amount shall be credited to the community investment account established pursuant to section 4-66aa. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with such employee's official duties. As used in this subsection, "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, and district, as defined in chapter 105 or 105a, any municipal corporation or department thereof created by a special act of the General Assembly, and each municipal board, commission and taxing district not previously mentioned.

Historic Document Preservation Grant Program

Sec. 11-8j. Preservation and management of historic documents: Definitions. As used in sections 11-8i to 11-8l, inclusive, "preservation and management of historic documents" means activities that include, but are not limited to, the following: (1) The restoration and conservation of land records, land record indexes, maps or other records; (2) the microfilming of land records, land record indexes, maps or other records; (3) the use of information technology to facilitate the performance of duties integral to the maintenance and tracking of historic documents; (4) providing public access to an electronic indexing system that combines the grantor index and the grantee index of a town's land records; (5) the assessment or upgrading of records retention facilities; (6) disaster recovery; and (7) the training of personnel to perform duties integral to the maintenance and tracking of historic documents.

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

As in the past and going forward we will remain a no frills office. That being said, we continue to implement technology incrementally throughout the years reducing the time spent on particular projects. The primary purpose of these funds is for document and record preservation. These funds are set aside by the State of Connecticut. The office is benefiting from many of the upgrades instituted over the previous years.

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award from the State Library, most recently in the amount of $6,000. Over the last several years the grant amount has ranged from $3,000 to $6,000. Grants have also been made available for election purposes from the State of Connecticut.

We will continue to reduce the postage line with the use of email when appropriate.

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours.

We will continue to share advertising costs with other towns to help reduce expenses when appropriate.

State and Town Clerk Association provided education will be committed to and implemented when appropriate. We fully implemented the State Death Registration System (which we helped to pilot) which allows us to easily retrieve and create death records. The savings by this department per year will be approximately $250, and will include additional revenues. A marriage registration system will be in the near future with similar benefits.

When appropriate the plan is to continue the use of the revenue funds to help support some line items and department initiatives.

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: TOWN CLERK 10109

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						$ -
Alarm Penalties						$ -
Ambulance Subsidy						$ -
Beach Admission Fees						$ -
Benefit Assessments						$ -
Bulky Waste Fees						$ -
Conveyance Tax	469,753	431,899	200,000		200,000	$ -
Copy Fees	24,848	16,602	25,000		25,000	$ -
East Lyme Animal Control Fee						$ -
Enhanced E 9-1-1						$ -
Fines/Penalties						$ -
Hazardous Household Waste						$ -
Inspection Fees						$ -
Interest/Lien Fees						$ -
Inter-Municipal Revenues						$ -
Miscellaneous						$ -
Permitting/Licensing Fees						$ -
Program/Registration Fees						$ -
Recording Fees	229,236	162,277	175,000		175,000	$ -
Regional Communications Fees						$ -
Rentals						$ -
Sale of Recyclables						$ -
State Operational Grants						$ -
Tipping Fees						$ -
Versa Kart/Blue Box Purchases						$ -
TOTALS	$ 723,837.00	$ 610,778.00	$ 400,000.00	$ -	$ 400,000.00	$ -

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10109 TOWN CLERK						
40351 LIENS						
10109 40351 LIENS -COLLECTED BY UTILITY CO						
0.00	0.00	0.00	-8,140.00	0.00	8,140.00	100.0%
40400 CONVEYANCE TAX						
10109 40400 CONVEYANCE TAX						
-200,000.00	0.00	-200,000.00	-431,898.57	0.00	231,898.57	215.9%
41020 MARRIAGE LICENSES						
10109 41020 MARRIAGE LICENSES						
0.00	0.00	0.00	-3,280.00	0.00	3,280.00	100.0%
41021 HUNTING & FISHING LICENSE						
10109 41021 HUNTING & FISHING LICENSE						
0.00	0.00	0.00	-81.00	0.00	81.00	100.0%
41022 DOG LICENSES						
10109 41022 DOG LICENSES						
0.00	0.00	0.00	-1,660.00	0.00	1,660.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS						
10109 41029 WTFD-EL SHELLFISH PERMITS						
0.00	0.00	0.00	-290.00	0.00	290.00	100.0%
41031 WATERFORD SHELLFISH PERMT						
10109 41031 WATERFORD SHELLFISH PERMT						
0.00	0.00	0.00	-74.00	0.00	74.00	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
42009 RECORDING FEES							
10109 42009 RECORDING FEES	-200,000.00	0.00	-200,000.00	-96,752.00	0.00	-103,248.00	48.4%
44004 COPIES							
10109 44004 COPIES	0.00	0.00	0.00	-16,602.50	0.00	16,602.50	100.0%
44005 VITAL STATISTICS							
10109 44005 VITAL STATISTICS	0.00	0.00	0.00	-25,530.00	0.00	25,530.00	100.0%
44006 MISCELLANEOUS							
10109 44006 MISCELLANEOUS	0.00	0.00	0.00	-4,097.00	0.00	4,097.00	100.0%
44254 LOCAL CAPITAL IMPROVEMENT							
10109 44254 LOCIP FUND- AGRICULTURAL REC.	0.00	0.00	0.00	-7,875.00	0.00	7,875.00	100.0%
GRAND TOTAL	-400,000.00	0.00	-400,000.00	-596,280.07	0.00	196,280.07	149.1%

** END OF REPORT - Generated by David Campo **

Report generated: 12/01/2023 11:00
User: DCampo
Program ID: glytdbud

TOWN of WATERFORD

Targeted Grants:

FY 2024

Historic Documents
Preservation Grant Program
State of Connecticut

Prepared by:
David L. Campo, CCTC
Waterford Town Clerk

APPLICATION
TARGETED GRANT FY 2024
Historic Documents Preservation Program
Connecticut Municipalities
GP-001 (rev. 1/2023)

STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATOR
231 Capitol Ave., Hartford, CT 06106

This form may be completed and printed for submission at https://ctstatelibrary.org/publicrecords/hdpp

Name of Municipality: *Use full municipality name, ie 'Town of ___' or 'City of ___'*	**Town of Waterford**
Name of Municipal CEO:	**Robert Brule** **Title:** **First Selectman**
Phone with Area Code:	860.444.5834
Email:	Rbrule@waterfordct.org
Name of Town Clerk:	**David L. Campo** **Title:** **Town Clerk**
Phone with Area Code:	860.444.5829
Email:	Dcampo@waterfordct.org **Check if Designated Applicant:** ☒
TC Mailing Address:	15 Rope Ferry Rd, Waterford CT, 06385
MCEO Address if Different:	

Grant Application Deadline: ☒ Cycle 1: April 30, 2023 ☐ Cycle 2: September 30, 2023

Grant Contract Period: The contract period begins after July 1, 2023 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2024.

Maximum Grant Allowed:

$6,000	Small Municipality	Population less than 20,000
$8,000	Medium Municipality	Population between 20,000 and 69,999
$11,000	Large Municipality	Population of 70,000 or greater

Amount Requested: $ **6,000**

Grant Category(ies):
☐ Inventory and Planning
☐ Program Development
☒ Preservation/Conservation
☐ Organization and Indexing
☒ Storage and Facilities
See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	$ 1300	$	$ **1300**
2. Equipment (Total cost for eligible items, i.e. shelving)	$ 3000	$	$ **3000**
3. Supplies (Total cost for eligible items, i.e. archival supplies)	$ 1700	$ 80	$ **1780**
4. Town Personnel Costs (Total cost for all town personnel)	[1]$	[2]$	$
5. Other (Please specify on a separate sheet; rarely used)	$	$	$
6. TOTAL	$ **6000**	$ **80**	$ **6080**

[1] Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.
[2] Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

Answer on an attached page. **Number each question and answer**. If applying for more than one project, questions 1 through 3 must address each project **separately** and be numbered separately, i.e., 1a and 1b, 2a and 2b, 3a and 3b.

Answers should be provided in the applicant's own words, not by referencing the vendor's proposal.

1. **Describe the project.** State **what** will be done and **why**. In addition, for **records projects**, identify the specific records, including date ranges. For **conservation projects**, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on **Page 9**.

2. **Provide vendor/personnel info & timeframe.** For **vendors**, identify the company and the timeframe for completing the work within the grant period. For **town personnel** – see Guidelines booklet for instructions under Town Personnel Costs on **Page 12**.

3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.

4. **Provide a detailed budget.** If applying for only **one** project with one vendor – **omit** this question. If applying for more than one project – show the **detail** for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the **split** between grant and local funds for each line item (if any).

5. **Attach supporting documents.** For **vendors:** provide a copy of the proposal or quote. For **direct purchases** of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

This section to be completed only if the MCEO wishes to designate the Town Clerk to make the application for the grant.

I hereby designate, David L. Campo, the Town Clerk, as the agent for making the above application.

Robert A. Bruce — Signature of MCEO

April 6, 2023 — Date

Robert Bruce, First Selectman — Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.
If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2024 Targeted Grant Guidelines* have been met.

David L. Campo — Signature of Applicant (MCEO or Town Clerk if Designated)

4/6/2023 — Date (*must be same as or later than above date*)

David L. Campo, Town Clerk — Name and Title of Applicant

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: $_____ Grant Number: _____-_____-_____

_____ Signature of Public Records Administrator

_____ Date

APPLICATION

TARGETED GRANT FY 2024, CYCLE 1

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. New binders will replace older worn out binders.
Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars. Two new cabinets will be purchased for the vault. The current cabinet is too small and are beginning to age out. We use these for vitals, election materials, litigation records, DD214's etc.

(See attached job estimate)

2. Identify the vendors: The primary contact is Irene Sulewski at:

Adkins
40 South Street
P.O. Box 2440
New Britain, CT 06050-2440

and Brian Florek, LS at:

Florek Surveying, LLC
239 Shore Road
Waterford, CT 06385-2886

3. State what the municipality hopes to accomplish: This project will keep us compliant with regard to preservation and security of records. A secondary outcome will be an ease of retrieval for clients and municipal employees.

4. Provide a detailed budget: Attached is the detailed job estimates displaying all costs and what will be included.

5. Attach supporting documentation: Enclosed

adkins
40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 23, 2023

Client: Waterford Town Clerk

Title of Job: Storage Cabinet

Two Cabinets with locking doors @ $1,400/ea.....$2,800

- **18"deep**
- **36"wide**
- **78" high**
- **Reinforced - 5 shelves**
- **Putty color**

Delivery/Freight ----------$200

Total - $3,000

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

adkins

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 29, 2023

Client: Waterford Town Clerk

Title of Job: Archival Supplies

- Ten vital binders @ $140/binder..... $1,400.00/lot
- UPS freight on above.....$50.00

TOTAL COST.....$1,450

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

adkins
40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 28, 2023

Client: Waterford Town Clerk

Title of Job: Creation of microfilm from PDF's

The Town of Waterford has 5,000 PDF images of minutes that need to be converted to microfilm for security.

5,000 images converted to archival microfilm @ $0.10/image.....$500/lot

TOTAL COST.....$500.00

This project will take approximately 4 weeks to complete.

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

adkins

40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440
Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 28, 2023

Client: Waterford Town Clerk

Title of Job: Archival Supplies

1. Red & Black imitation leather binder.....$195.00
    a. 14 x 8.5
    b. 1.5" capacity
2. 4 lines of Gold stamping on spine @ $7.00/line.....$28.00
    a. MINUTES OF
    b. TOWN BUSINESS
    c. MEETING
    d. VOL. 15
3. Minute book filler for above.....$85.00/ream
    a. 500 sheets (1,000 pages)
4. UPS.....$22

TOTAL COST.....$330

Signed: Irene Sulewski

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

239 Shore Road
Waterford, CT 06385
860.271.6006
bflorek@floreksurveyingllc.com

JOB ESTIMATE

March 29, 2023

Client: Waterford Town Clerk

Title of Job: Creation of Fix-Line Mylars to the State of Connecticut filing code from original filed copies.

The Town of Waterford has original filed plans on linen and paper that need to be converted to Fix-Line Mylar for easier viewing and copying.

9 filed plans on linen and paper to be converted to fix-line mylar @ $ / fix-line mylar. $800.00

Total Cost= $800.00

This project will take approximately 4 weeks to complete after approval to proceed.

Regards,

Brian D. Florek, LS
Managing Member, Florek Surveying, LLC.

TOWN BOARD OF FINANCE—Cont'd
Meetings,
Members, of,
Additional appropriations, considering, 7-348
Minutes in record of, 7-342
Notice of, when, 7-342
Regular and special, 7-342
Public,
Appropriations, 7-344
Expenditures, estimated, 7-344
Members of,
Alternates, 7-340a
Appointment, 7-340, 7-340a, 7-343
Chairman, 7-342
Clerk, 7-342
Dual job ban, 9-210
Election, 9-202
Expenses, reimbursement of, 7-341
Oath of, 7-341
Officers,
Selection of, 7-342
Violations by, penalty, 7-349
Term, 7-340, 9-202
Vacancies, 7-343
Officers,
Quorum, 7-342
Selection of, 7-342
Violations by, penalty, 7-349
Public hearing, estimate of expenditures, submitted to, 7-344
Public schools, appropriations for, 10-222
Recommendations, public schools, appropriations and spending, 10-222
Records of town, kept by, 7-344
Apportionment, when, 7-346
Public hearings, 7-344
Reports, 7-406
Statement of expenditures and revenues, 7-344
Town agencies, 7-345
Rights and duties conferred on, when, 7-340
Secretary of the state, notice of establishment of, 7-340
Selectmen,
Contracts in excess of appropriations, duties re, 7-348
Members, appointed by, 7-340
Offices, selection of, 7-342
Student tuition, disclosure of information re, 1-210(b)
Taxation,
Accounts, keeping of, 7-344

TOWN BOARD OF FINANCE—Cont'd
Taxation—Cont'd
Apportionment, 7-346
Laying of taxes on grand list, 7-344
Teacher contracts, meetings with board of education re, 10-153d
Town manager,
Appointment and removal of, 7-98
Appropriations, limited by, 7-99
Salary, fixing of, 7-98
Statement of disbursements and receipts, filed with, 7-99
Town meeting,
Appropriations made by, 7-344
Bond issuance, vote on, by, 7-346
Contracts in excess of appropriations, approval of appropriation for, 7-348
Established at, 7-340
Expenditures, estimate, submitted to, 7-344
Public emergencies, appropriations, 7-148(c)(2)
Special, appropriations by, 7-344

TOWN CLERKS
Absentee ballots—*See* ELECTIONS, *at* Absentee voting.
Accounting of fees and compensation, 7-34b
Acknowledgment before, 1-36
Acting, appointed when, 7-20
Action against by state's attorney, 7-22
Appointment, notice to secretary of the state, 7-16a
Assembly district, vacancy in, writ of election to, 9-215(b)
Assessors, board of, list of transferred property to, 7-33
Assistants,
Appointments, 7-19
Notice to secretary of the state, 7-19
Duties, 7-19
Oaths,
Administered by, 1-24
Taking of, 7-19
Vacancies, notice to secretary of the state, 7-16a, 7-19
Attachments, duties re,
Certificate of dissolution of, filed with, 52-310
Withdrawal of suit on, 52-324
Discharge of, filed with, 52-322
Nonresidents, 52-284
Petition for discharge, 49-13(a)
Real estate, 52-85
Destruction of records re, when, 7-109
Recorded by, 7-30

TOWN CLERKS—Cont'd
Attachments, duties re—Cont'd
Removal of property, without, 52-283
Attestation, omission to, 7-26
Automotive glass work and flat glass work board, roster furnished by, 20-332
Bank depository designation, filed with, 7-402(b)
Bonds in lieu of attachment, duties re, 49-86 to 49-91
Cemeteries, plan for above ground vaults, filed with, 19a-310
Certificates of authority, issued by, when, 7-33a
Certification program for, 7-22a
Child born outside United States, record, filing, 7-58
Claims against, indemnity, 7-26a
Closing-out sales, licenses issued by, 21-35d
Compensation, 7-34b
Accounting of, 7-34b
Condominiums, recording of, 47-71
Connecticut Reports turned over by, disposition of, 51-216b(d)
Connecticut River gateway committee, meetings to determine if governed by, called by, 25-102d(b)
Connecticut town clerk association, consultation re records management program, 11-8a(a)
Consolidation ordinance, submitted to, 7-199
Constable, oath of, filed with, 7-88
Constitutional amendment, proposed, posting of,
Transmitting to town clerks, Ct. Const. Am.VI, Ct. Const. XII
Cooling contractors examining board, roster furnished by, 20-332
Corporate documents, destroyed by, when, 7-109
Dams,
Maps filed with, 22a-409
Permits filed with, 22a-403
Deeds,
Recording of,
Fees for, 7-34a
Real estate conveyance tax, payment condition precedent to recording, exceptions, 12-497
True copies, records, 47-16a
Deposit of public funds, designation filed with, 7-401
Disclaimer of real property, filed with, 45a-579, 45a-583

TOWN CLERKS—Cont'd
Documents, destruction of, when, 7-109
Dogs—*See* DOGS, *at* Town clerks.
Education,
Equalization grants, date filed by, 10-261b
School district, holding powers of clerk and treasurer of, 10-243
Elderly persons, municipal agent, appointment, notice, 7-127b(c)
Elections,
Appeals from decisions of admitting official, 9-311
Servicemen, 9-30
Applications for admission as electors, 9-19b, 9-19c
Armed forces members, forms for, mailing, 9-28
Board for admission of electors,
Membership in, 9-15a
Sessions, when, 9-17
Challenged ballots, preservation in counting of, 9-232f
City elections, list of eligible voters, maintenance of, 9-171
Compensation for duties as to enrollment, 9-195
Conferences with registrars and secretary of the state, 9-6
Duties, charter provisions not affecting, 7-192a
Examination of applications from members of armed forces, 9-30
Forms for armed forces members, mailing, 9-28
Forms for canvass, receipt from secretary of the state, 9-313
General Assembly, vacancy in certified by, 9-215(a)
List of applicants for absentee ballots, 9-158h
Overseas ballot,
Application for, 9-158c
List of applicants, 9-158h
Mailing to elector, 9-158e
Notice to registrars of application for, 9-158j
Return of, 9-158g
Permanently physically disabled persons,
Application form, 9-31b
Provided to, 9-31d
Examination of, 9-31a
Provisional ballots, packets, provided to moderator, 9-232j
Record of appointment of deputy registrars, 9-192

TOWN CLERKS—Cont'd
Elections—Cont'd
Registration of voters, 9-19b, 9-19c
Registry list,
Active, registrar of voters to file, 9-23(b)
Report of alleged violations, 9-7b
Special elections,
Write-in candidates, registration with, 9-224b(b)
Temporarily nonresident persons, forms for, mailing, 9-28
Warning of, 9-225, 9-226
Electors—*See* ELECTORS.
Electricians' examining board, roster furnished by, 20-332
Elevator craftsmen's examining board, roster furnished by, 20-332
Embalmer licensees and registrants, list filed with, 20-226
Environmental impact statements, submitted to, 22a-1d(a)
Federal tax lien registration, 49-32a
Fees,
Accounting of, 7-34b
Documents, recording of, 7-34a
Dog licenses, 22-338, 22-339
Uses of, 22-347
Electronic collection,
Electronic documents, recording, 7-35dd
Fishing licenses, 26-28(a)
Historic documents preservation and management, for, 7-34a(d)
Hunting licenses, 26-28(a)
Local capital improvement projects, for, 7-34a(e)
Recording documents, 7-24(c), 7-34a
Return of documents, 7-34a(b)
Salary in lieu of, 7-34b
Trapping licenses, 26-28(a)
Fire insurance, notice of payment of proceeds, 49-73d
Fire protection sprinkler systems board, roster furnished by, 20-332
Fisheries and game—*See* FISHERIES AND GAME, *at* Town clerks.
Fishing licenses, duties, 26-30, 26-36
Foreclosed residential properties,
Registration, 7-148ii
Funeral director licensees and registrants, list filed with, 20-226
Game and fisheries—*See* FISHERIES AND GAME, *at* Town clerks.
Garnishments of mortgages, filed with, 52-346
General Assembly,
Journals, distributed on request of, 2-49
TOWN CLERKS—Cont'd
General Assembly—Cont'd
Vacancy in certified by, 9-215(a)
Heating contractors' examining board, roster furnished by, 20-332
Historic district,
Ordinance, filed by, 7-147b(i)
Study committee report, available from, 7-147b(e)
Hunting licenses, duties, 26-30, 26-36
Indemnification of, re errors, 7-26a
Indexes, 7-24, 7-25
Electronic system, 7-25a
Errors corrected, 7-26
Mechanic's lien, 7-28
Surveys and maps, 7-32
Instruments,
Attachments, record by, 7-30
Illegible, 7-24(e)
Index of, kept by, 7-25
Lien or mortgage release, partial release, or assignment, 7-29(a)
Recording of, 7-24
Form, 7-24(f)
Intangible official publications, notice to state library, 7-110
Judgment liens, release of, 52-380d(b)
Junk dealers, weekly reports to, 21-11
Justices of the peace,
Appointment, minor parties, from, 9-184c
Certificate of authority, issued by, 7-33a
Oath and signature, filed with, 51-95
Reappointment, minor parties, from, 9-184c(b)
Record of, kept by, 51-95
Vacancies in,
Appointment, minor parties, from, 9-184c
Notice given by, 9-184
Land records,
Commercial property, leases, real estate brokers and salespersons, notice of commission, 20-325k
Destruction of original, 7-27a
Electronic imaging, 7-27a
Errors, 7-26
Corrected, 7-26
Indemnification re claims because of, 7-26a
Foreclosed residential properties,
Registration, 7-148ii
Maps of, 7-31
Omissions by, 7-14
Open space lands, preservation, 23-8b(b)
Social Security numbers, expungement, 7-27b

TOWN CLERKS—Cont'd
Land records—Cont'd
Subdivision plan, filed with, 8-25(a)
Land titles—*See* LAND TITLES, *at* Town clerk.
Law journals, keeping for public use, 7-35
Libraries—*See also* LIBRARIES.
State publications sent to, 7-35
Liens—*See also* LIENS.
Discharge, recording of, 49-13(d)
Mechanic's, indexing, 7-28
Release, partial release, or assignment of, Recording, 7-29(a)
Limited partnerships, filing certificates of merger or consolidation, 34-33d(c)
Liquor permits,
Destroyed by, when, 7-109
Recorded with, 30-53
Revocation, suspension or reinstatement, notice, 30-59
Lis pendens—*See* LIS PENDENS.
Mailing of, 9-153b, 9-153d
Return of, 9-158g
Maps of surveys and plots,
Fee for filing and keeping, 7-34a
Filing of, 7-31
Index, 7-32
Making of, 7-31
Public service company maps, filing of, 16-50a
Recording of, 7-31
Master mortgage recording, 49-5a
Mechanic's liens,
Assignment of, recording, 7-29(a)
Certificate of lien, recording, 49-34
Indexing, 7-28
Partial release of, recording, 7-29(a)
Release of, 7-29(a)
Recording, 49-9(c)
Mediation and arbitration board, decisions filed with, 31-98
Mobile manufactured homes and mobile manufactured home parks—*See* MOBILE MANUFACTURED HOMES AND MOBILE MANUFACTURED HOME PARKS, *at* Documents to be filed in town clerk's office for recording in land records.
Mortgage,
Assignment of, recording, 7-29(a)
Number permitted in one document, 7-29(b)
Garnishment filed with, 52-346
Partial release of, recording, 7-29(a)
TOWN CLERKS—Cont'd
Mortgage—Cont'd
Recordation of discharge or partial release, 49-9(c)
Release of, 7-29(a), 49-8a(g)
Mortgagor, assignments, index, 7-25
Motor vehicle registration list, destroyed by, when, 7-109
Municipal bounds, duties re, 7-115
Municipal documents, destroyed by, when, 7-109
Municipal retirement system, actuarial evaluation filed with, 7-450a(d)
Municipal tax liens—*See* MUNICIPAL TAX LIENS, *at* Town clerk.
New Haven colony records, deposited with, 3-97
Notary public,
Certificate of appointment, recording, 3-94c(c)
Certified by, 7-33a
Fees in regard to, 7-34a
Name, change of, recording of replacement certificate of appointment, 3-94c(a)
Resignation, revocation or suspension of appointment, notice to town clerks, 3-94m(c)
Oath of, 7-17
Assistant, 7-19
Registrar of vital statistics, town clerk acting as, 7-37
Oaths, administered by, 1-24
Partnerships,
Statements, fees, 34-305(f)
Personalty, foreclosure of liens on, recording of, 49-52, 49-53
Petition for vote to, 7-7
Piping contractors examining board, roster furnished by, 20-332
Plumbers examining board, roster furnished by, 20-332
Power of attorney,
To convey land, acknowledgment before, 47-5a
Release of, recording, 49-9(c)
Primaries—*See* PRIMARIES.
Probate court official admonishment, copy furnished to, 45a-65(b)
Professional engineers and land surveyors, roster filed with, 20-301
Property taxes,
List of transfers, 7-33
Mistake in assessment, report by collector, 12-138

TOWN CLERKS—Cont'd
Property taxes—Cont'd
Penalty, 12-150
Pro tempore, choosing, 7-21
Public acts, distribution to, 2-61
Public service company maps, filing of, 16-50a
Purchaser's lien, record of discharge, 49-92d
Rabies control—*See* DOGS, *at* Town clerks.
Railroads, layout, plan of, deposited with, 13b-260
Real estate,
Attachments, recorded by, 7-30
Conveyance tax—*See* REAL ESTATE CONVEYANCE TAX, *at* Town clerk.
County clerk's certificate, recording, 47-11
Land records—*See* LAND RECORDS; Land records, this heading.
Maps—*See* Maps of surveys and plots, this heading.
Name change, acquisition prior to, 47-13
Owner, change in name or status, recording, 47-12
Property tax, list of transfer, 7-33
Taking by appraisal, certificate of, 47-15
Title or interest, affidavit of facts relating to, 47-12a(c)
True copies, records, 47-16a
Record books, custody of, 51-52(a)
Records,
Attachments of real estate, 7-30
Binding of, 7-24(a)
Certified copies of, 7-23
Condominium ownership, 47-71
Custody, 7-23
Dating of, 7-24
Deeds, true copies, 47-16a
Destruction of, 7-109
Electronic imaging, 7-23
Electronic records,
Certified copies of, original documents stored off-site, 7-35a
Conversion from paper form, 7-35dd
Recording, 7-35dd
Energy and environmental protection commissioner, recording of certificate showing compliance with order to correct or abate polluted or environmentally hazardous condition, 22a-7b
Errors and omissions, indemnity for, 7-26
Fees, 7-34a
Accounting for, public record, 7-34b
Files for, 7-24
Filing, 7-24(c)
TOWN CLERKS—Cont'd
Records—Cont'd
Fire-resistive vaults or safes for, 7-27
Fishing licenses, 26-36
Foreclosures, 49-53
Hunting licenses, 26-36
Hunting or shooting sports, location of property, 7-32k
Index of, 7-24, 7-25
Electronic system, 7-25a
Keeping of, 7-23
Land titles, true copies, 47-16a
Liens, release, partial release, or assignment of, 7-29(a)
Maps of surveys and plots, 7-31
Microforms, 7-23
Mortgage, release, 49-9(c)
Partial release, or assignment of, 7-29(a)
Power of attorney, 49-9
Public records administrator, duties re—*See* PUBLIC RECORDS AND MEETINGS, *at* Public records administrator.
Real estate sales, orders and decrees re, 52-12
Repair of, 7-24(a)
Seal affixed to, 7-23
Shellfish grounds, designation of, 26-243, 26-246
Street index, 7-32
Time of recording, 7-24(d)
Trapping licenses, 26-36
Vaults, deposited in, 7-27
Redevelopment and urban renewal—*See* REDEVELOPMENT AND URBAN RENEWAL, *at* Town clerk.
Referenda,
Racing and frontons, duties, 12-574a(a)
School districts, duties re, 10-45(a)
Regional boards of education,
Regional school reapportionment committee, duties re, 10-63k, 10-63m(c)
Regional districts, referenda on, duties re, 10-45(a)
Register and manual, keeping for public use, 7-35
Registrar of vital statistics, ex-officio, when, 7-37
Removal of, 7-22
Resignation, 7-103
Salary, 7-34b
Salmon, issuance of permits, tags or stamps, 26-48a(b)
School districts, powers and duties of clerk and treasurer, holding of, 10-243
Seal of town,
Affix to records, 7-23

TOWN CLERKS—Cont'd
Seal of town—Cont'd
Custody of, 7-101
Selectmen, oath filed with, 7-10
Service on town by serving, 52-57
Shellfish grounds, designation of, 26-242, 26-243, 26-246
Soldiers, sailors, and marines fund, regulations made available, 27-138a
Special acts, distribution to, 2-61
Distributed to, 2-61
Keeping for public use, 7-35
State publications, turned over to libraries, 7-35
State's attorney, action against town clerk by, 7-22
Statutes, distribution to, 2-61, 7-35
Kept for public use by, 7-35
Subdivision plan, filed with, 8-25(a)
Supplies for, 7-24
Tangible official publications, sent to state library, 7-110
Taxes,
Abstracts, destruction of, when, 7-109
Account numbers, assigned by, 12-150
Assessments, report of mistakes, 12-138
Property transfer, list of, 7-33
Tax liens, municipal—*See* MUNICIPAL TAX LIENS, *at* Town clerk.
Term, 9-189, 9-189a
Town meetings,
Absence of, choosing of pro tempore, 7-21
Signing of, 7-3
Trapping licenses, duties, 26-30, 26-36
Trout, issuance of permits, tags or stamps, 26-48a(b)
Turkeys, issuance of permits, tags or stamps, 26-48a(b)
Vacancy in, 7-22
General Assembly district, certified by, 9-215(a)
Town offices, in, notice to, 9-223
Veterans, soldiers, sailors and marines fund, aid application forms at town clerk's office, 27-138a
Voting checklist, destroyed by, when, 7-109
Water resources, stream channel encroachment lines, 22a-344, 22a-409
Wetlands and water courses,
Certificates of orders, recording, 22a-44(a)

TOWN DEVELOPMENT
See CITY AND TOWN DEVELOPMENT ACT.

TOWN ELECTIONS
See ELECTIONS, *at* Municipal elections, and Town elections.

TOWN MANAGERS
Appointment, 7-98
Appropriations, expenses and liabilities incurred limited by, 7-99
Bills against town, certified by, 7-99
Bond, performance, 7-99
Charters, required provisions re, 7-193
Children, petition for neglected, uncared-for or abused child, 46b-129
Compensation, 7-98
Departmental coordinators, appointed by, when, 7-99a
Deputy managers and assistants, appointment, 7-99a
Dogs, damaging domestic animals, duties re, 22-355(c)
Duties, 7-99
Expenditures by, limitations on, 7-99
Finance, board of,
Expenditures limited by, 7-99
Removal by, 7-98
Removal of, 7-98
Gasoline station application, approval of, Appeal re, 14-324
Motor vehicles, dealers and repairers, Business location approval, appeals, 14-57
Plan,
Abandonment of, 7-100
Approval of, 7-100
Qualifications, 7-98
Removal, 7-98
Salary, 7-98
Selectmen, appointment of, 7-98
Service of process on, 52-57
Statement of disbursements and receipts, filing of, 7-99
Traffic authority, included in definition of, 14-297
Vacancy, 7-98

TOWN MEETINGS
See TOWN AND COMMUNITY MEETINGS.

TOWNS
See also BOROUGHS.
See also MUNICIPALITIES.
Actions by and against, 52-73
Agricultural land, state acquisition of development rights—*See* AGRICULTURAL LAND, *at* State acquisition of development rights.

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10129** **POLICE COMMISSION**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/11/23)	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	564,211	522,033		238,536	530,425	530,425	8,392	1.61%
51210	CLERICAL/TECHNICAL	249,536	265,355		124,953	279,275	279,275	13,920	5.25%
51220	CUSTODIAL	45,833	49,694		23,309	52,179	52,179	2,485	5.00%
51420	PATROL	3,332,029	3,634,468	48,738	1,690,957	3,908,098	3,908,098	273,630	7.53%
51421	MARINE PATROL	27,391	25,538		17,842	26,477	26,477	939	3.68%
51430	DETECTIVE	503,035	535,461		252,015	528,321	528,321	(7,140)	-1.33%
51435	COMM. SERVICE OFFICERS	115,538	123,688		54,322	116,846	116,846	(6,842)	-5.53%
51810	OVERTIME	161,402	150,075		113,239	150,075	150,075	0	0.00%
51820	REPLACEMENT OVERTIME	423,028	360,508		256,133	377,924	377,924	17,416	4.83%
51830	TRAINING & EDUCATION	97,627	116,221		9,813	116,221	116,221	0	0.00%
51920	FICA	413,071	448,025		212,760	471,534	471,534	23,509	5.25%
	SUBTOTAL	**5,932,701**	**6,231,066**	**48,738**	**2,993,879**	**6,557,375**	**6,557,375**	**326,309**	**5.24%**
SERVICES									
52010	ADVERTISING	223	300		0	300	300	0	0.00%
52020	POSTAGE	1,406	1,500		598	1,500	1,500	0	0.00%
52030	PROFESSIONAL FEES	12,866	15,000	5,202	14,039	17,871	17,871	2,871	19.14%
52040	SERVICE CONT & REPAIRS	15,632	21,889		5,412	24,551	24,551	2,662	12.16%
52050	DUES, CONF. & EDUCATION	1,319	2,895		1,250	3,020	3,020	125	4.32%
52060	PRINTING	569	800		247	800	800	0	0.00%
52080	TELEPHONE	34,885	31,272		13,130	32,552	32,552	1,280	4.09%
52300	TRAINING & EDUCATION	76,045	85,500	(5,202)	25,065	85,500	85,500	0	0.00%
52305	OSHA COMPLIANCE	1,683	5,500		730	3,500	3,500	(2,000)	-36.36%
52370	UNIFORM ALLOWANCE	78,825	79,215		74,304	90,345	90,345	11,130	14.05%
52520	CRIMINAL JUSTICE PLANNER	13,926	16,711		16,711	17,212	17,212	501	3.00%
	SUBTOTAL	**237,379**	**260,582**	**0**	**151,486**	**277,151**	**277,151**	**16,569**	**6.36%**

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10129** **POLICE COMMISSION**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM (12/11/23)	BOS Approved $ Increase	BOS Approved % Increase
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	954	1,000		340	1,000	1,000	0	0.00%
53020	OTHER SUPPLIES	6,322	7,000		2,872	7,000	7,000	0	0.00%
53070	AUTOMOTIVE REPAIRS	40,238	16,000		8,874	18,000	18,000	2,000	12.50%
53080	AUTOMATIVE MAINTENANCE		16,000		10,125	18,000	18,000		
53090	FUELS & LUBRICANTS	125,859	127,827		53,286	108,603	131,288	(19,224)	-15.04%
53100	TIRES	12,550	13,024		5,257	13,912	13,912	888	6.82%
53180	POLICE EQUIP. & SUPPLIES	34,654	42,964		8,195	44,135	44,135	1,171	2.73%
53210	SELECTIVE ENFORCEMENT	1,000	2,500		500	1,500	1,500	(1,000)	-40.00%
53220	MARINE PATROL SUPPLIES	5,944	5,500		3,286	6,000	6,000	500	9.09%
53260	ANIMAL CONTROL SUPPLIES	60,000	100,000		100,000	100,000	100,000	0	0.00%
		287,521	**331,815**	**0**	**192,735**	**318,150**	**340,835**	**(13,665)**	**-4.12%**
EQUIPMENT									
54020	EQUIPMENT & FURNITURE	4,203	7,139		6,359	0	0	(7,139)	-100.00%
	SUBTOTAL	**4,203**	**7,139**	**0**	**6,359**	**0**	**0**	**(7,139)**	**-100.00%**
DEPARTMENT TOTAL		**6,461,804**	**6,830,602**	**48,738**	**3,344,459**	**7,152,676**	**7,175,361**	**322,074**	**4.72%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
POLICE DEPARTMENT

BUDGET FUNCTION

The Waterford Police Department is a 24-hour, 7-day a week and 365 days per year public safety and community outreach agency. As the police department is staffed around the clock, we are able to assist other agencies with their needs while also serving in a law enforcement capacity.

The police department employs 49 sworn officers, 17 part-time Community Service Officers, 5 support staff personnel and 1 custodian.

The Animal Control Officer program is a split cost with the Town of East Lyme and employs two full-time Animal Control Officers.

BUDGET SUMMARY

The Waterford Police Department prides itself as being an integral part of the town and our municipal government. Our agency is passionate about community outreach and engagement, strengthening our relationships with the community we serve and delivering high quality police services. We work closely with other town departments and the Board of Education in an effort to make Waterford a safe place to live, work and visit.

As the police department attempts to be completely transparent in the presentation of our budget request, the following factors are critical elements to consider this year:

This year's request is an increase of 4.66% from last year. This increase is primarily driven by the request to increase the size of the department from 49 sworn officers to 52 sworn officers. The overall cost to this budget request for the addition of three new officers is $262,773. **Without this increase, our annual request would be 0.81% as we reduced in every area that was reasonable, to focus on the staffing increase request.**

On May 8, 2023, the Board of Police Commissioners approved the request from Chief Balestracci to increase the size of the department by three officers. On May 10, 2023, a formal request was submitted to the First Selectman's office detailing the request. This increase, if approved, factors into several line items as it impacts salary, equipment, training and benefits. The back-up information referencing the need and initial costs for this increase have been included with this year's budget request to ensure full transparency as it is being reviewed. (See attachments following this summary)

In addition, the collective bargaining agreement between the Waterford Police Union and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement impacts this year's budget request by representing a wage increase for every Waterford Police Officer of 2.75% effective July 1, 2024.

The collective bargaining agreement between the civilian staff who work at the police department and the Town of Waterford was approved by the Representative Town Meeting (RTM) on November 14, 2022. This agreement also impacts this year's budget request by representing a wage increase for every civilian employee of 2.75% effective July 1, 2024.

These wage increases, approved by the RTM, in addition to the hiring of three new officers cause the F.I.C.A. line item request to rise by $23,508.

To summarize, the 51000 series increase in our budget request is $326,309, whereas the 52000 series increased $16,444, the 53000 series decreased $17,126 and the 54000 series was reduced to $0.

Other high profile items in the budget request are explained below:

Replacement Overtime: The replacement overtime request in the police department budget has been flat since the 2018-2019 request. Although each officer who needs to be replaced has received contractual increases of a combined 11.75% in the past five years, and has also received step increases from the same agreements, we have artificially held the line flat in an attempt to present a stable budget. The line was increased in this year's request to allow us the ability to fill an additional 50 vacant shifts (at Officer 1 pay rate), as we routinely staff below the needed level. (see page 25)

Vehicle Maintenance and Repairs: Our department has faced significant challenges with our fleet. Not only does it take between 12-24 months to acquire a new vehicle when needed and approved, but the vehicles we do have are in need of constant repair. The strain on our vehicles when others are out of service or delayed in being replaced, compounds the challenges and results in additional repairs and maintenance. We have increased the vehicle maintenance and repair line items after considerable review of past spending, current trends and forecasted availability.

Equipment: Our agency continues to need updates in various areas, however we have reduced this line to zero this year as we prioritize staffing requests.

Board of Education Agreement: In an agreement between the Waterford Police Department and the Waterford Board of Education, the School Resource Officer program will see modest increases in funding from the BOE. In 2024-2025, the department will receive $57,500 to offset the School Resource Officer positions and an additional $11,500 to offset the police services requested at school functions and sporting events. This is an increase to the department of $3,000 from the previous year. This transfer of funding is listed in the Training Wages line (51830). Although this funding supports the SRO program, it does not cover the cost of two full-time officers nor does it accurately portray the dedicated security our agency provides to every school throughout the year. As this is the final year of the agreement, and we anticipate

changes to the School Resource Officer program, a new agreement with the Board of Education will be negotiated in the near future.

Budget Explanations By Category

51000 Series

51110 Admin	$8,392 increase due to Union contract agreement with town
51210 Clerical	$13,920 increase due to Union contract agreement with town
51220 Custodial	$2,485 increase due to Union contract agreement with town
51420 Patrol	$273,630 increase due to Union contract agreement with town and addition of three new officers
51421 Marine Patrol	$939 increase due to Union contract agreement with town
51430 Inv. Services	$7,140 decrease due to movement of employees and lower pay scales
51435 CSO Program	$6,842 decrease due to staffing realities
51810 Overtime	Line item remains level
51820 Rep. Overtime	$17,416 increase to provide additional coverage of open shifts
51830 Training	Line item remains level
51920 FICA	$23,508 increase due to budgeting guidelines

52000 Series

52010 Advertising	Line item remains level
52020 Postage	Line item remains level

52030 Prof. Fees	$2,871 increase due to added costs of additional employees
52040 Serv. Contracts	$2,662 increase due to item returned from IT budget and increases
52050 Prof Dues	Line item remains level
52060 Printing	Line item remains level
52080 Telephone	$1,280 increase based on averages
52300 Training/Ed	Line item remains level
52305 OSHA	$2,000 decrease due to current needs of department
52370 Uniforms	$11,130 increase due to the addition of three officers and academy costs
52520 LEC	$501 increase due to increased dues

53000 Series

53010 Off. Supplies	Line item remains level
53020 Other Supplies	Line item remains level
53070 Auto Repairs	Line split per BOF request with $2,000 increase based off projections
53080 Auto Maint.	Line split per BOF request with $2,000 increase based off projections
53090 Fuel & Lube	Line decrease by $22,685 due to the town negotiating lower fuel costs for fiscal year
53100 Tires	$888 increase due to an increase in number of tires
53180 Equip/Supp	$1,171 increase due to inventory, review of past expenditures and needs for three additional officers
53210 Sel. Enforce	$1,000 decrease due to current needs of department
53220 Marine	$500 increase due to additional maintenance required

53260 ACO	Line item remains flat

54000 Series

54020 Equipment	Line item reduced to zero to focus on staffing request

Costs of three additional Officers:

51420 Patrol	$212,388
51920 FICA	$16,248
52030 Prof. Fees	$3,171
52300 Training/Ed	$13,050
52370 Uniforms	$10,458
53180 Equip/Supp	$7,458
Total:	**$262,773**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
POLICE DEPARTMENT

ATTACHMENT 1

WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819

Marc Balestracci
Police Chief

(860) 442-9451 TEL.
mbalestracci@waterfordct.org

To: First Selectman Rob Brule
Cc: Board of Police Commissioners
From: Marc Balestracci, Chief of Police
Date: May 10, 2023
Re: Request for additional officers

First Selectman Brule,

Over the past year, you and I have had many discussions in reference to public safety in the Town of Waterford. Our discussions outlined ways that the police department can best prepare for the current and future needs of our community. This request, which you have supported in our conversations, allows the department to better manage several major concerns, most notably traffic enforcement and school safety.

The Waterford Police Department is currently authorized forty-nine (49) sworn officers. Since the mid 1980's, our department has only increased in size by two (2) officers. The department, which remains one of the busier departments in eastern Connecticut, has an incredibly positive relationship with the community, handles calls for service in a professional manner and makes every effort to prevent, interrupt and solve crime in our jurisdiction.

As our department manages the changing laws in the State of Connecticut and the impact of those laws on how police officers work to reduce criminal and motor vehicle violations, we are also planning and preparing for the future needs of our community. Over the past year and a half, we have reviewed policies, procedures, assignments, staffing and long standing challenges in our community. For many years, we have continued to shift patrol officers from their main function in an attempt to positively impact school safety and traffic concerns in town. Those efforts have not resulted in long lasting results and have reduced effectiveness in other areas, of which patrol officers should be focused on. Although Waterford is a safe town to live, work and visit, the residents have also made it clear that school safety and motor vehicle enforcement are priorities.

Beyond the school safety and traffic concerns, our department is planning for the significant amount of development currently being constructed and other projects that are approved and will likely be built in the following areas:

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
POLICE DEPARTMENT

ATTACHMENT 2

WATERFORD POLICE DEPARTMENT
41 AVERY LANE
WATERFORD, CT 06385-2819

Marc Balestracci
Police Chief

(860) 442-9451 TEL
mbalestracci@waterfordct.org

- Approximately 400 apartments on Willetts Avenue and approximately 400 apartments on Hartford Turnpike
- Stand-alone residential developments on Clark Lane and Great Neck Road
- Large commercial projects on Hartford Turnpike, Oil Mill Road and potential redevelopment at the site of the Crystal Mall
- Various other proposed projects in town to include a potential multicultural magnet school on Daniels Ave.

Therefore, I am respectfully requesting an increase to the police department by three (3) sworn police officers. If approved, this increase will allow the department to improve in both school safety and traffic enforcement as we plan to add another School Resource Officer assignment and form a much needed traffic unit.

The new School Resource Officer will complement our current staffing of two (2), which will increase our presence in all Waterford Schools. In addition, two officers will be assigned to work with our current Traffic Officer to form an effective traffic unit. The officers assigned to the traffic unit will focus on motor vehicle enforcement such as speeding, distracted driving, impaired driving, reckless driving and traffic crashes, reducing patrol's heavy tasking in those areas and allowing them to prioritize calls for service and criminal activity.

As you know, the recruitment, hiring, training and certification process for police officers can take between six (6) to eighteen (18) months to complete. Due to this extended process, I am seeking authorization of the increase in sworn officers as soon as practicable.

In an attempt to be fully transparent, with current collective bargaining agreement considerations, this request would increase the operating budget for the police department in FY24 by approximately $234,000 if fully approved and funded. The Police Union CBA states that salaries for police officers will increase by 2.75% each year until the end of the contract.

I again thank you for your support of all public safety efforts in Waterford and appreciate any consideration of this request.

Marc Balestracci
Chief of Police
Waterford Police Department

ATTACHMENT 3

MINUTES
BOARD OF POLICE COMMISSIONERS
May 8, 2023 at 5:00 p.m.

PRESENT: Commissioner Brule, Chairperson T. Sheridan, Commissioner M. Gelinas, Commissioner C. Gamble, Commissioner J. Dimmock via phone at 5:05pm

DEPARTMENT: Chief M. Balestracci, LT T. Silva, LT N. VanOverloop, Sgt T. Gelinas, Traffic Officer J. Nickerson, Training Officer N. Surdo

PLEDGE OF ALLEGIANCE:

PUBLIC INPUT:

Resident Bill O'Donnell introduced himself to the Commission.

CALL TO ORDER AND ESTABLISH A QUORUM:

Commissioner Sheridan called the meeting to order at 5:00 p.m. in the General Meeting Room of the Waterford Police Department. A Quorum was established.

ACCEPTANCE OF MINUTES:

MOTION: Made by Commissioner Gelinas and seconded by Commissioner Gamble to accept the minutes from the April 10, 2023 Regular Meeting. Motion passed.

CORRESPONDENCE:

Correspondence was reviewed.

ATTACHMENT 4

TRAFFIC COMMISSION REVIEW:

Traffic Officer Nickerson presented the sign proposal for North Phillips Street.

MOTION: Made by Commissioner Gelinas and Seconded by Commissioner Gamble to approve the sign proposal for North Phillips Street. Motion passed unanimously.

Traffic Officer Nickerson presented the sign proposal for Coolidge Court.

MOTION: Made by Commissioner Gelinas and Seconded by Commissioner Gamble to approve the sign proposal for Coolidge Court. Motion passed unanimously.

Traffic Officer Nickerson presented the sign proposal for Burlake Road.

MOTION: Made by Commissioner Gelinas and Seconded by Commissioner Gamble to approve the sign proposal for Burlake Road. Motion passed unanimously.

CHIEF'S REPORT:

a. K9 Reports for April
   April report was received.

b. Youth Reports for April
   April report was received.

c. Investigative Services for April
   April report was received.

d. Training Report for April
   April report was received.

e. Records Report for April
   April report was received.

f. Community Service Officer Report for April
   April report was received.

g. Patrol Report for April
   April report was received.

h. Animal Control Report for April
   April report was received.

i. Community Engagement Report for April
   April report was received.

ATTACHMENT 5

OLD BUSINESS:

a. Discussion of the current draft of the Police Chief Selection Process Policy.

MOTION: Made by Commissioner Gelinas and Seconded by Commissioner Gamble to approve the current draft of the policy contingent on final review of Human Resources and the town labor attorney. Motion passed unanimously.

NEW BUSINESS:

a. Discussion of the draft of the letter to the First Selectman requesting an increase to the Police Department by three sworn officers. Commissioner Gelinas was concerned that the proposed Data Center and the Exit 74 construction project, neither of which were mentioned in the letter, should be included. Commissioner Dimmock suggested that more than three additional officers were needed due to the growth of the Town. Commissioner Sheridan agreed with the need for more officers but did not agree that three should be requested at one time. Commissioner Sheridan suggested adding one additional officer a year for three years. Discussion ensued. Chief said it's important to note that Sgt Gelinas is applying for a grant to help with funding to deal with long standing challenges and preparing for the future, specifically traffic and school safety.

MOTION: Made by Commissioner Gamble and Seconded by Commissioner Dimmock to move the letter as is to the Board of Selectman and the Personnel Review Board. Motion passed 4-1 with Commissioner Sheridan voting against it as he feels it should be a three-year plan.

MOTION: Made by Commissioner Gelinas and Seconded by Commissioner Gamble to adjourn the meeting at 6:00 p.m. Motion passed unanimously.

Respectfully submitted by:

Diane Driscoll

Diane Driscoll
Recording Secretary

Excerpts from the Uniform Crime Report

*The requirements for law enforcement service vary greatly from one locale to another based upon each jurisdiction's unique demographic traits and characteristics. A small community situated between two larger cities, for example, may require a greater number of law enforcement personnel than a community of the same size that has no urban center nearby. Similarly, the needs of a community having a highly mobile or seasonal population may be very different from those of a city with a relatively stable population. A community that incorporates legal gambling establishments will have different law enforcement challengers than one in which the presence of a large military base is the dominant influence, just as a small college town will have different needs than one comprised predominantly of retirees.

*The functions of law enforcement are also significantly diverse throughout the Nation. The responsibilities of state police and highway patrol agencies vary considerable from one jurisdiction to another. Their duties range from traffic enforcement on state highways and interstate roadways to major investigative responsibilities for all violent crimes committed statewide. Nationally, the overall role of law enforcement continues to be expanded and redefined in light of the constant threat from international and domestic terrorism. When attempting any comparison of law enforcement employee rates, the data user must consider these differing service requirements and responsibilities.
In view of these differing service requirements and responsibilities, care should be used when attempting any comparison of law enforcement rates. The rates presented should be viewed as guides or indicators, not as recommended or preferred police strengths. Adequate personnel for a specific locale can be determined only after careful study and analysis of the various conditions affecting service requirements in that jurisdiction.

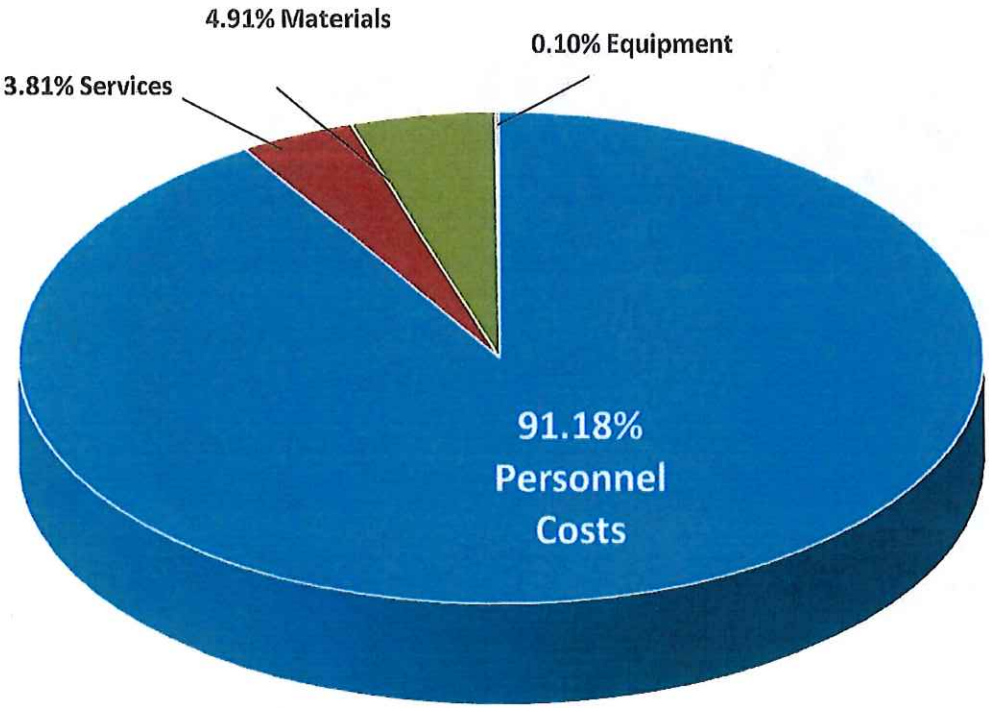
New London County is home to 23 jurisdictions with a mix of organized police departments, constabularies and state police coverage.

The latest Connecticut uniform Crime Reporting statistics places Waterford as one of the busier police departments in New London County. While activity remains high, the Waterford Police Department continues to have one of the highest crime solve rates in the county.

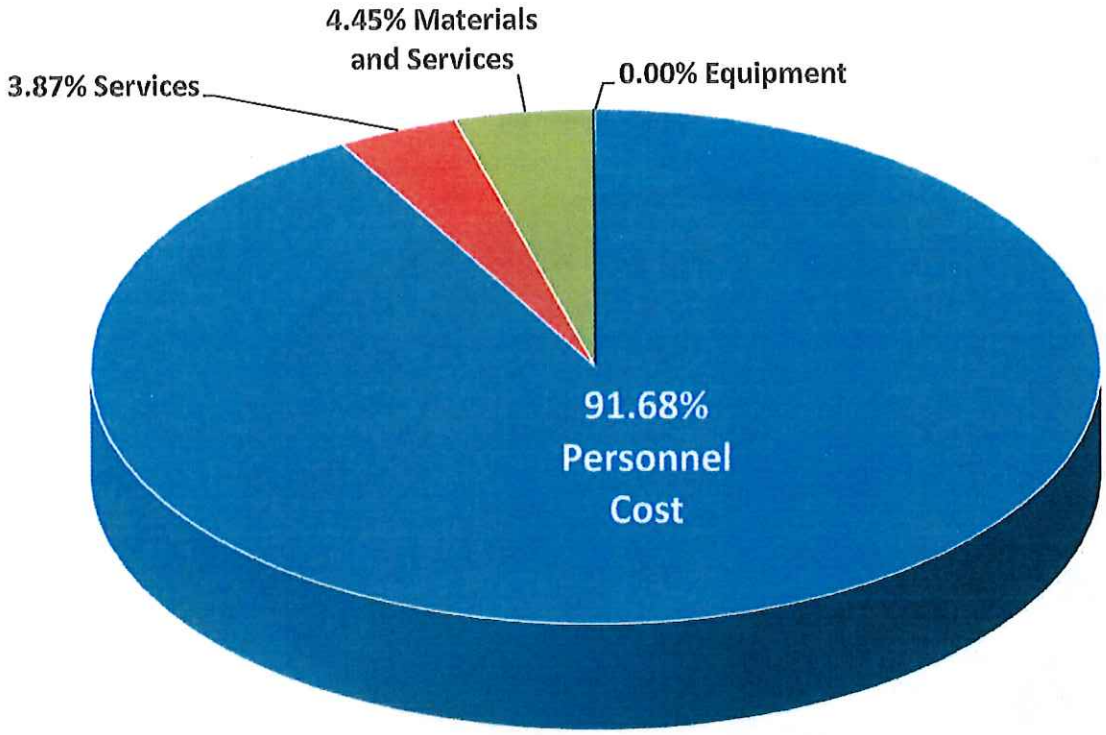
*State of Connecticut Uniform Crime Report

Personnel Cost	91.18%
Services	3.81%
Materials and Supplies	4.91%
Equipment	0.10%

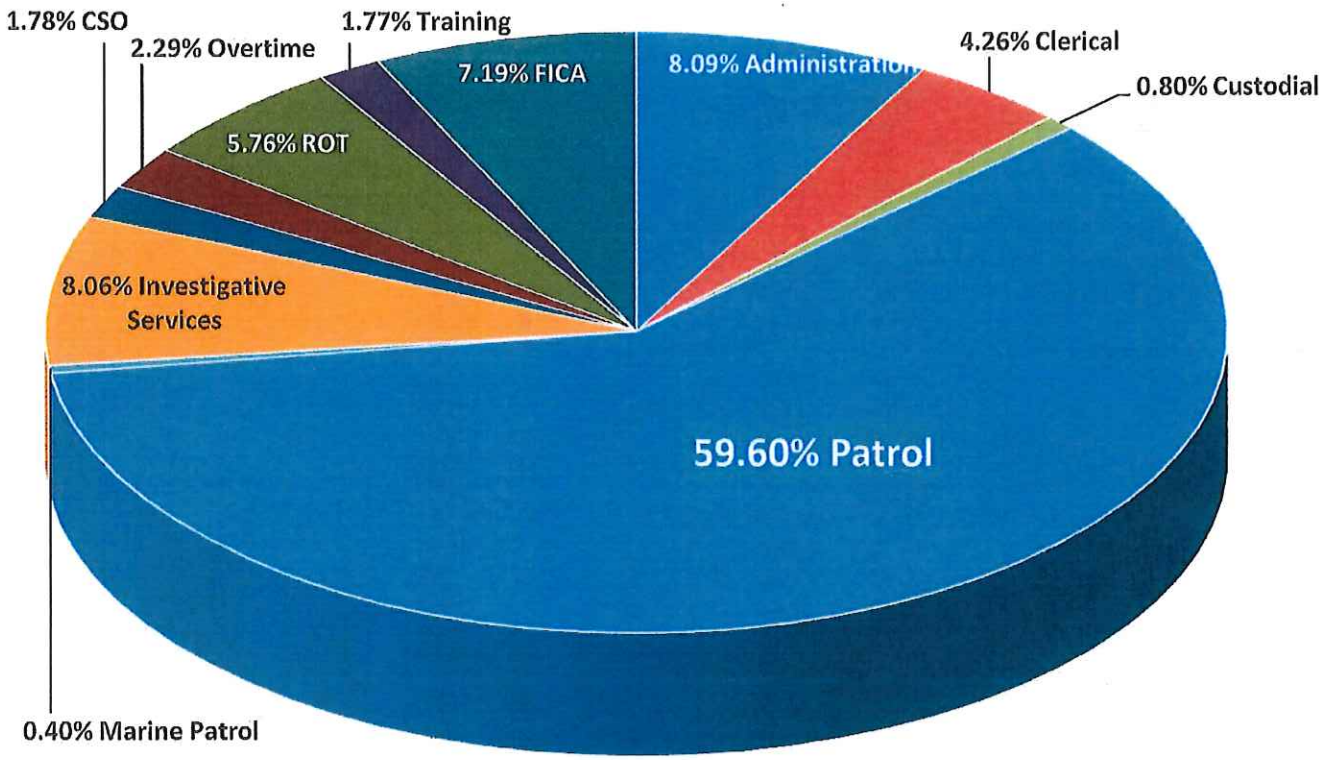
**2023-2024 DATA



Personnel Cost	91.68%
Services	3.87%
Materials and Supplies	4.45%
Equipment	0.00%



51000 Series Breakdown	
Administration	8.09%
Clerical/Technical	4.26%
Custodial	0.80%
Patrol	59.60%
Marine Patrol	0.40%
Investigative Services	8.06%
CSO Program	1.78%
Overtime	2.29%
Replacement OT	5.76%
Training	1.77%
FICA	7.19%



	ANNUAL BUDGET	DEPT/AGENCY:		10129 POLICE COMMISSION			FISCAL YEAR 2024-2025			
		COLUMN 1	COLUMN 2	COLUMN 3	COLUMN 4	COLUMN 5	COLUMN 6	COLUMN 7	COLUMN 8	COLUMN 9
		2022/23	2023/24	2023/24	ACTUAL	2024/25	2024/25	2024/25	2024/25	2024/25
		ACTUAL	R.T.M.	TRANSERS	EXPENDED	DEPT/AGY	APPR	APPR	BD OF FIN	R.T.M.
LINE ITEM		EXPENDED	APP.	ADD.	11/30/2023	REQUEST	BD/COMM.	BD/SEL	RECOMM.	APPROVE.
10129	DESCRIPTION									
51110	ADMINISTRATION	564,211	522,033			530,425				
51210	CLERICAL/TECHNICAL	249,536	265,355			279,275				
51220	CUSTODIAL	45,833	49,694			52,179				
51420	PATROL	3,332,029	3,634,468			3,908,098				
51421	MARINE PATROL	27,391	25,538			26,477				
51430	INVESTIGATIVE SERVICES	503,035	535,461			528,321				
51435	COMMUNITY SERVICE OFFICERS	115,538	123,688			116,846				
51810	OVERTIME	161,402	150,075			150,075				
51820	REPLACEMENT OVERTIME	423,028	360,508			377,924				
51830	TRAINING	97,627	116,221			116,221				
51920	F.I.C.A. *	413,071	448,025			471,534				
SUB-TOTAL		$5,932,701	6,231,066		0	6,557,375	0	0	0	0
52000	SERVICES									
52010	ADVERTISING	223	300			300				
52020	POSTAGE	1,406	1,500			1,500				
52030	PROFESSIONAL FEES	12,866	15,000			17,871				
52040	SERV. CONT. & REPAIRS	15,632	21,889			24,551				
52050	PROFESSIONAL ASSOC. DUES	1,319	3,020			3,020				
52060	PRINTING	569	800			800				
52080	TELEPHONE	34,885	31,272			32,552				
52300	TRAINING & EDUC.	76,045	85,500			85,500				
52305	OSHA COMPLIANCE	1,683	5,500			3,500				
52370	UNIFORM ALLOWANCE	78,825	79,215			90,345				
52520	LAW ENFORCEMENT COUNCIL	13,926	16,711			17,212				
SUB-TOTAL		237,379	260,707		0	277,151	0	0	0	0
53000	MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	954	1,000			1,000				
53040	OTHER SUPPLIES	6,322	7,000			7,000				
53070	AUTO REPAIRS	40,238	32,000			18,000				
53080	AUTO MAINTENANCE	0	0			18,000				
53090	FUEL & LUBRICANTS	125,859	131,288			108,603				
53100	TIRES	12,550	13,024			13,912				
53160	POL. EQUIP. & SUPP.	34,654	42,964			44,135				
53210	SELECT. ENFORCEMENT	1,000	2,500			1,500				
53220	MARINE PATROL	5,944	5,500			6,000				
53260	ANIMAL CONTROL PROGRAM	60,000	100,000			100,000				
SUB-TOTAL		287,521	335,276		0	318,150	0	0	0	0
54000	EQUIPMENT									
54020	EQUIPMENT	4,203	7,139			0				
SUB-TOTAL		4,203	7,139	0	0	0	0	0	0	0
DEPARTMENT TOTAL		6,461,804	6,834,188		0	7,152,676	0	0	0	0
*BOF Guidelines										

BREAKDOWN 10129-51000 SERIES – SALARIES		Page #
10129-51110	ADMINISTRATIVE	13,19
10129-51210	CLERICAL/TECHNICAL	13,19
10129-51220	CUSTODIAL	13,19
10129-51420	PATROL	13,20
10129-51421	MARINE PATROL	13,21
10129-51430	INVESTIGATIVE SERVICES	13,20,23
10129-51435	CSO'S	13,22
10129-51810	OVERTIME	13,23,24
10129-51820	REPLACEMENT OVERTIME	14,25
10129-51830	TRAINING – SALARIES	14,26
10129-51920	F.I.C.A.	14,27
BREAKDOWN 10129-52000 SERIES – SERVICES		
10129-52010	ADVERTISING	14
10129-52020	POSTAGE	14
10129-52030	PROFESSIONAL FEES	14
10129-52040	SERVICE CONTRACTS & REPAIRS	14, 28
10129-52050	PROFESSIONAL ASSOCIATION DUES	14, 29
10129-52060	PRINTING	15
10129-52080	TELEPHONE	15, 30
10129-52300	TRAINING & EDUCATION	15, 31
10129-52305	OSHA COMPLIANCE	15
10129-52370	UNIFORM ALLOWANCE	15, 32
10129-52520	LAW ENFORCEMENT COUNCIL	15
BREAKDOWN 10129-53000 – MATERIALS & SUPPLIES		
10129-53010	OFFICE SUPPLIES	16
10129-53020	OTHER SUPPLIES	16
10129-53070	AUTOMOBILE REPAIRS	16
10129-53090	GASOLINE	16,33
10129-53100	TIRES	16
10129-53180	POLICE EQUIPMENT & SUPPLIES	16
10129-53210	SELECTIVE ENFORCEMENT	17
10129-53220	MARINE PATROL	17
10129-53260	ANIMAL CONTROL PROGRAM	17
BREAKDOWN 10129-54000 – EQUIPMENT & FURNITURE		
10129-54020	EQUIPMENT & FURNITURE	34

51000 SERIES – SALARIES A detailed breakdown is attached

10129-51110 **ADMINISTRATION** **$530,425**
CHIEF OF POLICE
LIEUTENANT
LIEUTENANT
LIEUTENANT
Expended FY23 $564,211 FY22 $532,495 FY21 $481,981 FY20 $546,583 FY19 $527,202

10129-51210 **CLERICAL/TECHNICAL** **$279,275**
OFFICE COORDINATOR
SECRETARY III - Investigative Services
DATA TECHNICIAN - Records
ACCTS. REC/SECRETARY - Records
EVENING SECRETARY - Records
Expended FY23 $249,536 FY22 $237,394 FY21 $310,999 FY20 $270,884 FY19 $270,976

10129-51220 **CUSTODIAN** **$52,179**
Expended FY23 $45,833 FY22 $36,838 FY21 $17,559 FY20 $37,729 FY19 $62,813

10129-51420 **PATROL** **$3,908,098**
This line item consists of REGULAR FORCE WAGES subject to contractual increases to include all contractual benefits and requirements of State and Federal Law.
Expended FY23 $3,332,029 FY22 $3,255,806 FY21 $3,284,650 FY20 $3,209,509 FY19 $3,184,853

10129-51421 **MARINE PATROL** **$26,477**
This line item consists of wages from May through October in partnership with East Lyme Police, the Transportation Security Administration and USCG Sector Long Island Sound operations. **See Page 21.**
Expended FY23 $27,391 FY22 $17,754 FY21 $23,519 FY20 $24,601 FY19 $21,591

10129-51430 **INVESTIGATIVE SERVICES** **$528,321**
This line item consists of three Detectives, one assigned Investigator and one assigned Detective Sergeant.
Expended FY23 $503,035 FY22 $456,319 FY21 $478,474 FY20 $553,154 FY19 $444,679

10129-51435 **COMMUNITY SERVICE OFFICERS** **$116,846**
We are authorized seventeen Community Service Officers who work on a part-time basis. They are stationed at the front window 24 hours a day, 7 days a week to be available to the public and are the first point of contact for a citizen seeking assistance. The CSO is responsible for booking prisoners, conducting fingerprinting services to the public, providing security to the building and performing miscellaneous tasks for officers. **See Page 22**
Expended FY23 $115,538 FY22 $118,808 FY21 $112,913 FY20 $120,035 FY19 $130,552

10129-51810 **OVERTIME** **$150,075**
This line item is designed to cover costs associated with extended hours of duty, special investigations, community events, K9 responsibities, holiday patrols and traffic efforts. A detailed breakdown sheet has been provided. It is important to note that clerical overtime is also contained within this line item. **See Page 23 and 24.**
Expended FY23 $144,732 FY22 $163,944 FY21 $128,640 FY20 $141,043 FY19 $152,671

51000 SERIES (continued)

10129-51820 REPLACEMENT OVERTIME $377,924

This line covers the cost to fill vacancies in patrol due to early-ins, holdovers, vacation days, holidays, personal time use, sick time, injuries, FMLA leave, military leave, funeral days and openings due to retirements and new officers away at the police academy. This funding allows our shifts to be properly staffed when vacanices are created. See Page 25

Expended FY23 $423,028 FY22 $352,540 FY21 $422,264 FY20 $330,723 FY19 $354,570

10129-51830 TRAINING – SALARIES $116,221

Training salaries are strictly related to wages, which are paid at a time-and-a-half rate, when training is not available on an officers' regularly scheduled shift. Included are mandatory recertification trainings and other trainings that may be required in the development of personnel relative to changing police trends and assignments. See Page 26.

Expended FY23 $97,627 FY22 $74,854 FY21 $76,507 FY20 $92,821 FY19 $106,874

10129-51920 F.I.C.A. $471,534

This tax is calculated at a rate of 7.65% for fiscal year 2025 as directed by the Board of Finance Guidelines. See Page 27.

Expended FY23 $413,071 FY22 $385,882 FY21 $391,804 FY20 $392,297 FY19 $385,981

52000 SERIES – SERVICES

10129-52010 ADVERTISING $300

This line item reflects legal notification requirements including local media for ads and other special notices needed by the department.

Expended FY23 $223 FY22 $278 FY21 $429 FY20 $169 FY19 $408

10129-52020 POSTAGE $1,500

This line item covers postage fees for department related equipment that must be shipped to vendors for service, as well as metered monthly postage.

Expended FY23 $1,406 FY22 $775 FY21 $994 FY20 $1,331 FY19 $1,523

10129-52030 PROFESSIONAL FEES $17,871

The Police Department is required to utilize outside professional resources which may include, but are not be limited to, psychologists, therapists, polygraph examiners, doctors, evaluators and consultants; all of whom perform tasks required by our agency (hiring process). This includes the mandated periodic drug screening ($136 each) and mental health assesments ($190 each) for all officers as as result of the Police Accountability Bill. Police physicals and confidential counseling (contractual) is taken from this line item as well. K-9 kenneling, routine and emergency medical expenses are also paid from this line item.

Expended FY23 $12,866 FY22 $12,044 FY21 $10,961 FY20 $11,258 FY19 $11,689

10129-52040 SERVICE CONTRACTS AND REPAIRS $24,551

This line item covers service agreements for the department, such as drone insurance, cable tv, water coolers, copiers and wrecker services. The line item also covers equipment not covered by contracts. See Page 28.

Expended FY23 $15,632 FY22 $29,324 FY21 $34,395 FY20 $34,345 FY19 $139,599

10129-52050 PROFESSIONAL ASSOCIATION DUES $3,020

This line item covers professional association dues for members of the department in law enforcement-related organizations - state, regional, and international. In addition, this line item covers membership dues for the Police Commissioners Association of Connecticut and the Waterford Rotary Club. See Page 29.

Expended FY23 $1,319 FY22 $1,460 FY21 $865 FY20 $1,735 FY19 $2,153

52000 SERIES (continued)

10129-52060 PRINTING $800

This line item covers specialized engraving, pamphlets and forms that cannot be produced by the town printer.

Expended FY23 $569 FY22 $125 FY21 $1,052 FY20 $1,200 FY19 $1,174

10129-52080 TELEPHONE $32,552

This allocation is based on a twenty-four-month average. **See Page 30**

Expended FY23 $34,885 FY22 $31,385 FY21 $30,320 FY20 $32,322 FY19 $30,732

10129-52300 TRAINING & EDUCATION $85,500

This line item represents our in-service obligations as determined by the department, contractual requirements and State mandates. The Police Accountability Bill increased the amount of mandatory trainings. The basic requirements are attached to this budget report as a resource document. **See Page 31**

Expended FY23 $76,045 FY22 $76,880 FY21 $75,199 FY20 $53,320 FY19 $44,209

10129-52305 OSHA COMPLIANCE $3,500

This line item represents expenses relevant to OSHA mandated training and/or purchases of protective equipment for the officers. Requirements include, but are not limited to, HAZMAT, blood borne pathogen protective equipment and the burning of narcotics ordered by the courts, and drugs turned into the department for disposal 4 times a year. This line item also includes high visibility vests, hearing protection and Tyvek Suits.

Expended FY23 $1,683 FY22 $5,182 FY21 $4,981 FY20 $2,489 FY19 $5,795

10129-52370 UNIFORM ALLOWANCE $90,345

Uniform allowance is a contractual item, which represents an annual fee of $1,500 per officer. In addition, this line item covers uniforms for the custodian, part time Community Service Officers and POST-C required uniforms and equipment for new hires, in addition to replacement uniforms for those damaged in the line of duty. **See Page 32**

Expended FY23 $78,825 FY22 $80,526 FY21 $80,499 FY20 $77,211 FY19 $77,841

10129-52520 LAW ENFORCEMENT COUNCIL $17,212

The fee to be a member in the organization is $17,212. Nineteen police departments in the eastern portion of the state support the Law Enforcement Council of Eastern Connecticut. The L.E.C. provides base line testing for new officers, promotional testing for our agency, recruitment, tri-annual base line training for POST-C requirements, equipment, assistance with special event operations and cross-town cooperation. They have begun hosting a regional police academy in 2023, to which we participate in.

Expended FY23 $13,926 FY22 $13,520 FY21 $13,520 FY20 $13,126 FY19 $13,126

53000 SERIES – MATERIALS & SUPPLIES

10129-53010 OFFICE SUPPLIES $1,000

Supplies include, but are not limited to, printer cartridges and purchases which have to be purchased because they are police-related and are not used by other departments; i.e., labels and paper publications needed for informational purposes.

Expended FY23 $954 FY22 $823 FY21 $834 FY20 $532 FY19 $712

10129-53020 OTHER SUPPLIES $7,000

This figure directly relates to the purchase of janitorial supplies for our building and necessary consumables; i.e., toilet paper, hand towels, soap, frozen dinners for prisoners, batteries, light bulbs and other misc. items for a 24/7/365 building.

Expended FY23 $6,322 FY22 $7,042 FY21 $6,916 FY20 $6,497 FY19 $6,500

10129-53070 AUTOMOBILE REPAIRS $18,000

This line item relates to the cost of repairs to our vehicles that are not covered by warranty.

Expended FY23 $40,238 FY22 $31,939 FY21 $32,385 FY20 $31,178 FY19 $31,812

10129-53080 AUTOMOBILE MAINTENANCE $18,000

This line item relates to the cost of regular maintenance to our vehicles that are not covered by warranty.

Expended FY24

10129-53090 GASOLINE $108,603

This allocation is based on a twenty-four-month average at a rate of $2.94 per the Finance Director. Marine gasoline is at a rate of $4.82 a gallon. **See Page 33**

Expended FY23 $125,859 FY22 $65,813 FY21 $69,125 FY20 $87,523 FY19 $113,656

10129-53100 TIRES $13,912

This request is for the purchase of approximately 94 tires. Purchase and replacement of each tire consists of the install, balancing, replacement of stems and labor, totaling approximately $148 per tire.

Expended FY23 $12,550 FY22 $12,518 FY21 $12,460 FY20 $8,293 FY19 $7,368

10129-53180 POLICE EQUIPMENT AND SUPPLIES $44,135

There are seven sections to this line item. The amount requested reflects current prices of consumables such as batteries, ammunition and the purchase or replacement of necessary equipment as required by procedure. The breakdown is as follows:

$2,850 3 new Body Worn Cameras at $950 each

$19,250 Ammunition for Pistol, Rifle, Shotgun, Electronic Control Device (ECD) cartridges, less lethal impact munitions (Combined Tactical Systems).

$4,850 5 x Electronic Control device (ECD) replacements @ $970.00 each, which are less lethal delivery systems.

$6,685 Naloxone, Patrol Gloves, Spit Shields, Tyvek Booties, Traffic Vests, Flares, Crime Scene Tape, Hazmat Tape, Uniform Patches, Badges, Lock-Out supplies, Pepper Spray, Keys, Asps, Finger Print Ink, Batteries, First Aid Supplies, bicycle supplies, also includes K9 Supplies, K9 Food and Equipment (Harnesses, Leads, Muzzles, Tracking, Training, Cleaning Supplies). Digital recording and storage equipment, memory cards, USB devices and replacement body cameras as needed.

$8,500 Ten (10) Ballistic Vest Replacements @ $850.00 each. Grant opportunities will be applied for but are not guaranteed.

$2,000 Evidence Collection kits, Urine Collection Containers and Kits, Blood Collection Containers and Kits, Evidence Bags, DNA Collection Kits, Finger Print Powder, Finger Print Lift Kits, Evidence Storage Boxes, Brushes, Adhesive Measurement Tape, Nine Types of Narcotic Test Kits, GSR Collection Kit. Filters for fumer and hood.

$1,287 3 new department issued Glock 45 firearms at $429 each

Expended FY23 $34,654 FY22 $35,023 FY21 $38,964 FY20 $46,710 FY19 $52,156

53000 SERIES (continued)

10129-53210 SELECTIVE ENFORCEMENT $1,500

This money is used for the controlled purchase of illicit substancess, to pay informants, administer polygraph tests to suspects and pay for undercover work expenses.

Expended FY23 $1,000 FY22 $1,500 FY21 $2,000 FY20 $2,500 FY19 $2,500

10129-53220 MARINE PATROL $6,000

This request covers equipment maintenance and replacement from May through October. Included in the line item is marine-related safety equipment such as inclement weather gear, fire extinguisher maintenance, life raft re-pack and flares. Marine maintenance represents two (2) scheduled haul-outs and oil changes, sanding and painting of the hull of the vessel, zinc replacement and miscellaneous maintenance costs. There has been a substantial increase in the costs of materials, labor and repair in the marine industry.

Expended FY23 $5,944 FY22 $2,228 FY21 $12,239 FY20 $2,100 FY19 $4,582

10129-53260 ANIMAL CONTROL SUPPLY $100,000

The $100,000 amount is established at the direction of the Finance Director for the maintenance and operation of the Waterford/East Lyme Animal Control Officer program which is shared with the Town of East Lyme. The Waterford Police Department is responsible for including this amount in our budget requests, but the funding is simply transferred to the Town of East Lyme.

Expended FY23 $60,000 FY22 $60,000 FY21 $60,000 FY20 $30,000 FY19 $30,000

54000 Series - Equipment

10129-54020 EQUIPMENT $0

This line item is used for the purchase of specialized equipment, furniture and small office equipment. **See Page 34.**

Expended FY23 $4,203 FY22 $10,162 FY21 $5,395 FY20 $15,201 FY19 $16,613

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
CONTRACTUAL PAY RATES

PAY RATES EFFECTIVE JULY 1, 2024	HOURLY RATE	OVERTIME RATE	DAILY RATE	WEEKLY RATE	ANNUAL RATE
LIEUTENANT -- STEP 1	51.28	76.92	410.24	2,051.20	106,662.40
LIEUTENANT -- STEP 2	53.85	80.78	430.80	2,154.00	112,008.00
LIEUTENANT -- STEP 3	56.54	84.81	452.32	2,261.60	117,603.20
SERGEANT -- STEP 1	46.51	69.77	372.08	1,860.40	96,740.80
SERGEANT -- STEP 2	48.84	73.26	390.72	1,953.60	101,587.20
SERGEANT -- STEP 3	51.28	76.92	410.24	2,051.20	106,662.40
DETECTIVE -- STEP 1	42.19	63.29	337.52	1,687.60	87,755.20
DETECTIVE -- STEP 2	44.30	66.45	354.40	1,772.00	92,498.40
DETECTIVE -- STEP 3	46.51	69.77	372.08	1,860.40	96,740.80
OFFICER -- STEP 1	33.17	49.76	265.36	1,326.80	68,993.60
OFFICER -- STEP 2	35.03	52.55	280.24	1,401.20	73,142.64
OFFICER -- STEP 3	36.63	54.95	293.04	1,465.20	76,190.40
OFFICER -- STEP 4	38.47	57.71	307.76	1,538.80	80,325.36
OFFICER -- STEP 5	40.23	60.35	321.84	1,609.20	83,678.40
OFFICER -- STEP 6	42.19	63.29	337.52	1,687.60	87,755.20
OFFICER - FIRST CLASS	44.32	66.48	354.56	1,772.80	92,185.60
COMMUNITY SERVICE OFFICERS	17.75 Avg				

ADMINISTRATION LINE ITEM 10129 51110 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
03/01	Chief of Police	C1		68.9900	143,500	0	0	0		600	1,200	145,300	11,115
07/13	Lieutenant	L1	2	53.8500	112,008	6,534	2,927	5,600			1,200	128,269	9,813
11/02	Lieutenant	L2	3	56.5400	117,603	6,860	3,073	5,880			1,200	134,616	10,298
05/09	Lieutenant	L3	1	51.2800	106,662	6,222	2,822	5,333			1,200	122,239	9,351
SUB-TOTAL					479,774	19,616	8,822	16,814	0	600	4,800	530,425	40,578

CLERICAL/TECHNICAL LINE ITEM 10129 51210 -- BASIC SALARIES

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	SHIFT DIFF	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	TOTAL	FICA
03/22	Off Coord		3	30.4686	55,453						55,453	4,242
04/99	Secretary III		7	35.3600	64,355					600	64,955	4,969
02/16	Accts Rec/Sec		4	28.3100	51,524						51,524	3,942
/22	Data Tech		3	26.3200	47,902						47,902	3,665
04/97	Eve Sec		7	32.0800	58,386	455				600	59,441	4,547
SUB-TOTAL					277,620	455				1,200	279,275	21,365

CUSTODIAL LINE ITEM 10129 51220 - BASIC SALARY

DATE HIRE	POSITION	ID#	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	LONGEVITY	COLLEGE CREDITS	TOTAL	FICA
09/21	CUSTODIAN		3	25.0861	52,179							52,179	3,992
SUB-TOTAL					52,179							52,179	3,992

TOTAL THIS PAGE					809,573	20,071	8,822	16,814	0	1,800	4,800	861,879	65,934

PATROL DIVISION — LINE ITEM 10129-51420 - BASIC SALARIES

DATE HIRE	ID#	Rank	PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
10/03	12	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
12/13	16	SGT	2	48.8400	101,587		2,654	5,079		1,200	110,521	8,455
08/05	17	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
08/05	18	SGT	3	51.2800	106,662		2,787	5,333	2,461	1,200	118,444	9,061
12/08	19	SGT	2	48.8400	101,587		2,654	0		1,200	105,442	8,066
06/15	10	SGT	1	46.5100	96,741		2,528	4,837		1,200	105,306	8,056
07/13	14	SGT	1	46.5100	96,741		2,528	4,837		1,200	105,306	8,056
03/99	40	PFC	7	44.3200	92,186		2,409	4,609		800	100,004	7,650
07/99	41	PFC	7	44.3200	92,186		2,409	4,609		1,200	100,404	7,681
03/00	42	PFC	7	44.3200	92,186		2,409	4,609	2,127	600	101,931	7,798
05/00	43	PFC	7	44.3200	92,186		2,409	0		1,200	95,794	7,328
05/00	44	PFC	7	44.3200	92,186		2,409	4,609	2,127	1,200	102,531	7,844
07/01	46	PFC	7	44.3200	92,186		2,409	4,609	2,127		101,331	7,752
08/05	53	OFC	6	42.1900	87,755		2,293	2,531		740	93,320	7,139
01/06	54	OFC	6	42.1900	87,755		2,293	4,388		150	94,586	7,236
02/09	60	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
08/11	64	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
12/13	70	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
06/15	72	OFC	6	42.1900	87,755		2,293	4,388		1,180	95,616	7,315
09/15	74	OFC	6	42.1900	87,755		2,293	0		690	90,738	6,941
12/17	77	OFC	5	40.2300	83,678		2,187	4,184			90,049	6,889
07/18	78	OFC	5	40.2300	83,678		2,187	4,184		900	90,949	6,958
07/18	79	OFC	6	42.1900	87,755		2,293	4,388		1,200	95,636	7,316
12/18	80	OFC	5	40.2300	83,678		2,187	4,184		1,200	91,249	6,981
04/19	82	OFC	4	38.4700	80,018		2,091	4,001		1,170	87,279	6,677
11/19	83	OFC	4	38.4700	80,018		2,091	4,001		1,200	87,309	6,679
6/20	84	OFC	4	38.4700	80,018		2,091	4,001		1,200	87,309	6,679
08/20	87	OFC	4	38.4700	80,018		2,091	3,078		160	85,346	6,529
08/20	88	OFC	5	40.2300	83,678		2,187	0		1,200	87,065	6,660
08/20	89	OFC	4	38.4700	80,018		2,091	0		610	82,718	6,328
10/20	90	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
12/20	91	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
12/21	92	OFC	3	36.6300	76,190		1,991	1,465		1,200	80,846	6,185
12/22	93	OFC	2	35.0300	72,862		1,904	0		600	75,366	5,766
11/22	94	OFC	3	36.6300	76,190		1,991	0		1,200	79,381	6,073
09/23	95	OFC	4	38.4700	80,018		2,091	0		310	82,418	6,305
11/23	96	OFC	1	33.1700	68,994		1,803	0		600	71,396	5,462
11/23	97	OFC	2	35.0300	72,862		1,904	0		600	75,366	5,766
11/23	98	OFC	1	33.1700	68,994		1,803	0		600	71,396	5,462
VAC	99	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	100	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	101	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
TBD	102	OFC	1	33.1700	68,994		1,803	0			70,796	5,416
SUB-TOTAL					3,651,066	0	95,402	111,754	13,766	36,110	3,908,098	298,969

INVESTIGATIVE SERVICES — LINE ITEM 10129-51430 - BASIC SALARIES

DATE HIRE	ID#		PRESENT STEP	HOURLY RATE	ANNUAL RATE	ON-CALL ST/TIME	HOLIDAYS	DUE DAY PAYOUT	SICK TIME PAYOUT	COLLEGE CREDITS	TOTAL Annual Payroll Cost	FICA
08/11	11	SGT	2	47.5300	98,862	4,325	2,583	4,943	1,141	1,200	113,055	8,649
06/05	21	DET	3	45.2700	94,162	4,120	2,460	4,708	2,173	1,200	108,823	8,325
07/13	22	DET	2	43.1400	89,731	3,718	2,221	4,487	2,071	1,200	103,427	7,912
12/08	23	DET	2	43.1400	89,731	3,926	2,345	4,487		840	101,328	7,752
09/16	75	INV	2	43.1400	89,731	3,926	2,345	4,487		1,200	101,688	7,779
SUB-TOTAL					462,218	20,014	11,954	23,111	5,384	5,640	528,321	40,417

TOTAL					4,113,283	20,014	107,356	134,865	19,151	41,750	4,436,419	339,386

LINE ITEM 10129-51421 - MARINE PATROL

Two Officers from April 1 through October 31

Patrols: (70) Shifts totaling 372 hours

46- (6) Six hour shifts (1 Mate/1 Captain)

24- (4) Four hour shifts (1 Mate/1 Captain)

(6) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	$63.76	6	$382.56	$8,798.88
Captain	$69.96	6	$419.76	$9,654.48

(4) Hour Shifts:

Position	Average Salary Per Hour	Hours Worked	Shift Total	Season Total
Mate	$63.76	4	$255.04	$3,825.60
Captain	$69.96	4	$279.84	$4,197.60

Special Events:

New London Fireworks (1 Mate/1 Captain for 6 Hour shift)

East Lyme Day/Fireworks (1 Mate for 6 Hour shift)

Niantic Bay Triathalon (1 Mate for 4 Hour shift)

Coast Guard Academy Graduation (1 Mate/1 Captain for 6 hour shift)

Average of Three (3) After-hours Call-out

$26,477

Marine Patrol Total:

Shift rates were calculated on a wage based average of the following:
Mate hours averaged at $63.76 Captains hours averaged at $69.96.
This shows an increase of $1,624 from FY24 due to increased averages connected to CBA increases

LINE ITEM 10129-51435 - Community Service Officer Program

Average CSO Pay
$17.75

Community Service Officers

	Hours Worked Per Week	Average Hourly Salary	Annual Salary
CSO Shift Coverage	120	$17.75	$110,760

	Training Hours Per CSO	Average Hourly Salary	Training Salary
Semi-annual Training	8	$17.75	$2,414

	Training Hours Per New Hire	CSO Trainee Salary	Training Salary
New CSO Training (3 New Hires)	72	$17.00	$3,672

TOTAL **$116,846**

The Waterford Police Department employs (17) seventeen Community Service Officers (CSOs) in a part-time capacity. CSOs monitor the police building, are the first point of contact for citizens in the lobby and process and watch prisoners brought to the department by police officers. CSOs are scheduled 24 hours a day, 7 days a week, 365 days a year. The CSO program has been in place since the 1990s, serving as a low-cost on-the-job training for potential law enforcement officers, allowing higher paid, sworn officers, to remain on patrol. Several CSOs have been hired after performing well in the part-time role.

The average pay per CSO is currently $17.75 per hour, totaling $155,490 for the year. When a new CSO is hired, they require approximately (9) nine training shifts as well as mandated training such as COLLECT, CPR and Naloxone deployment. These additional shifts equal (72) seventy-two hours per CSO. In addition, semi-annual training for (4) four hours per CSO is held for updates in policy, law and defensive tactic training.

The total request for Community Service Officers is $116,846. This request is reduced from the FY2024 request by $6,842, as the department continues to review our ability to fill every shift and budget accordingly.

LINE ITEM 10129 51810 OVERTIME

	PROJECTED HOURS	PAY RATE TIME & 1/2	TOTAL
PROJECTED - F.Y. 2025			
EXIGENT DUTY (case work, court, storms, SRT, etc.)	800	60.35	48,280
ACCIDENT INVESTIGATION TEAM (AIT)	50	66.45	3,323
INVESTIGATIVE SERVICES	300	69.77	20,931
K9 UNIT	100	63.29	6,329
K9 MAINTENANCE	234	63.29	14,810
BOE Outside Details (Minus $11,500.00 stipend)	260	66.45	6,277
TRAFFIC ENFORCEMENT	40	49.76	1,990
COMMUNITY EVENTS	500	54.95	27,475
BUSINESS DISTRICT HOLIDAY PATROL	269.68	60.35	16,275
OFFICE PERSONNEL OVERTIME	48	45.69	2,193
POLICE COMMISSION SECRETARY	48	45.69	2,192
TOTAL	2,650		150,075

BOE outside details have been added this year. Waterford Police Department receives a $11,500.00 stipend yearly for these events.

Line Item 10129-51810 - OVERTIME BREAKDOWN

Exigent Duty (case work, court, storms, Etc) Frequently we may require an Officer to holdover for an assignment on an accident investigation or other case where additional staffing is required. This may mean calling in early or holding over an Officer.	$48,280
Accident Investigation Team (AIT) This team is activated for fatal or near-fatal motor vehicle accidents crashes.	$3,323
Investigative Services Includes call ins for violent crimes related to robbery, burglary, sexual assaults, high value larcenies and other crimes. This is also used for joint operations involving incidents that cross jurisdictional lines, such as trafficking, fentanyl related narcotic sales that lead to OD deaths, identifying suspects and assisting FBI, DEA and State task forces.	$20,931
K-9 Unit K-9 Call outs, community events, mutual aid.	$6,329
K-9 Maintenance For contractually scheduled maintenance of the K-9 on days off.	$14,810
Board of Education Outside Details (Minus $11,500 Stipend) Basketball and football games, dances, back to school night, graduation events and field trips.	$6,277
Traffic Enforcement Dedicated traffic enforcement efforts.	$1,990
Community Events Road races, bicycle rodeo, sailfest traffic, harvest fest, safety fairs (Wal-Mart, Target Lowe's), Color Guard requests, motorcycle runs, open house, beach patrols, tours of the Police Department, town parade, Summer Music concerts at the Town Beach.	$27,475
Business District Holiday Patrol High visibility patrols, business checks, plain clothes details, increased foot patrols of local businesses and banks during holiday season.	$16,275
Office Personnel Overtime Records destruction, training, new hires.	$2,193
Police Commission Secretary All regularly scheduled and special Board of Police Commissioners Meetings for the fiscal year.	$2,192
TOTAL REQUEST	**$150,075**

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
Line Item 10129-51820

	Amount Requested	Amount Appropriated	Town Funded	Grant Funded	Actually Expended	Contractual Increase
Budget Year 2012-2013	$163,329	$163,329	$190,647	$60,894	$251,541	2.25
Budget Year 2013-2014	$250,000	$150,000	$159,237	$60,679	$219,916	2.25
Budget Year 2014-2015	$256,250	$196,250	$236,739	$20,000	$256,739	2.50
Budget Year 2015-2016	$292,115	$292,115	$292,115	$0	$312,192	2.50
Budget Year 2016-2017	$343,137	$343,137	$343,137	$0	$342,629	2.50
Budget Year 2017-2018	$351,715	$351,715	$351,715	$0	$354,716	2.50
Budget Year 2018-2019	$360,508	$360,508	$360,508	$0	$354,570	2.25
Budget Year 2019-2020	$360,508	$360,508	$360,508	$0	$330,723	2.25
Budget Year 2020-2021	$360,508	$360,508	$360,508	$0	$422,264	2.25
Budget Year 2021-2022	$360,508	$360,508	$360,508	$0	$352,540	2.25
Budget Year 2022-2023	$360,508	$360,508	$360,508	$0	$423,028	2.75
ROT Requested	$377,924					

The replacement overtime request has been held artifically flat for years in an attempt to present a reasonable budget for the town. However, the cost to replace an officer who is out of work, or for vacancies within the agency, continues to increase. As stated in the 2000 Long Range Financial Management Plan, our full complement is 5 Officers and a Supervisor per shift, yet we routinely operate below that level to stay within the budget. This reduced staffing does have an impact on the services we provide. This year we are asking for a $17,416 increase, which at step one officer rate, allows us to fill an additional 50 shifts throughout the year.

Line Item 10129-51830 TRAINING WAGES

WATERFORD
POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST

The Waterford Police Department strives to provide valuable and effective training opportunities to all officers. Especially with today's policing climate, we find adequate training a high priority to ensure that our officers are prepared and our community receives the highest quality of professional service they deserve.

	Hours	Officers	Per Hour	Supervisors	Per Hour	Totals
LEC Mandated Recertification Requirements (POSTC)	12	14	$53.48	4	$67.91	$12,244
In-House Mandated Training Requirements	15.25	37	$53.48	11	$67.91	$41,554
Firearms Training and Use of Force Training	10	30	$53.48	6	$67.91	$20,119
Rifle Training	10	35	$53.48	6	$67.91	$22,793
Specialty Teams (AIT, SRT, K-9, Marine Patrol)	72	20	$53.48			$77,011
Board of Education SRO Stipend						-$57,500
TOTAL						**$116,221**

This line item covers the mandatory Connecticut Police Officers Standards and Training requirements. The POST mandated core curriculum training requires a minimum of 60 hours of training per officer during a three-year cycle. The Police Accountability Bill outlined additional mandatory trainings for sworn officers, some which must be conducted annually. The Law Enforcement Council provides 40 of the required 60 hours, leaving the department to train an additional 20 hours per officer. This requirement also applies to the supervisors and in-part, the administrative staff. POST has significantly reduced training and as a result, efforts to obtain the required training is being hosted at the department or sought throughout the state and northeast.

This line item includes the mandatory trainings; COLLECT/NCIC training and certification, OSHA mandates, CPR training, Crisis Intervention, Advanced DUI, Advanced Roadside Impaired Driving Enforcement, Human Trafficking, Use of Force, Sexual Assault, Juvenile Crimes, Bigotry/Bias, Implicit Bias, Fair & Impartial Policing, Domestic Violence, Cultural Awareness, Citizen's with Special Needs, Procedural Justice training and others. Also included is firearms training with pistols and patrol rifles, as well as specialized trainings for assigned and promoted officers.

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST

LINE ITEM 10129-51920 FICA

	Line Item Amount	FICA Amount
Administration	$530,425	$40,578
Clerical/Technical	$279,275	$21,365
Custodian	$52,179	$3,992
Patrol	$3,908,098	$298,969
Marine Patrol	$26,477	$2,025
Detective Division	$528,321	$40,417
CSO's/Matrons	$116,846	$8,939
Overtime	$150,075	$11,481
Replacement Overtime	$377,924	$28,911
Training Wages	$116,221	$8,891
Uniform Allowance	$78,000	$5,967
TOTAL	$6,163,841	
FICA RATE	0.0765	
AMOUNT NEEDED	**$471,534**	

WATERFORD POLICE DEPARTMENT
FY 2024-2025
BUDGET REQUEST

LINE ITEM 10129-52040 SERVICE CONTRACTS & REPAIRS BREAKDOWN

VENDOR	ITEM	MONTHLY COST	# of Payments	TOTAL
Transunion	Background Search Utility			$1,500
Ricoh	Copy Machine (3) $88.325 ea	328	12	$3,936
Ricoh	Extra Copies	110	12	$1,320
Quench Water	Cooler Rental (2)	77	12	$924
Gym Equipment	Repairs/Maintenance			$1,000
TMDE Calibration Labs	Speed Enforcement Certification			$860
Breezeline	Cable TV	162	12	$1,944
Watchguard	General Repairs			$4,000
Flock	Camera Service Contract			$6,000
Drone USA	Drone Insurance			$1,067
Wrecker Services (Case Invest.)				$2,000
TOTAL				$24,551

LINE ITEM 10129-52050 PROFESSIONAL ASSOCIATION DUES	
Police Commissioners Association of CT (5)	400
I.A.C.P. (International Association Chiefs of Police)	875
NEAcop (New England Associaton Chief of Police)	100
CPCA (Connecticut Police Chiefs Association)	1,000
NESPIN (New England State Police Information Network)	150
NPWDA (National Police Working Dog Association) (2)	100
IAPE International Association of Property Evidence	65
FBI NA FBI National Academy Association	130
Waterford Rotary Club Membership	200
TOTAL	$3,020

WATERFORD POLICE DEPARTMENT
FY 2024-2025 BUDGET REQUEST
Breakdown of Expenditures for 24 Months
Line Item 10129-52080 Telephone

MONTH	COST
December-21	2,535
January-22	2,502
February-22	2,473
March-22	2,486
April-22	2,516
May-22	2,501
June-22	3,113
July-22	2,846
August-22	2,899
September-22	2,848
October-22	2,895
November-22	2,709
December-22	2,878
January-23	2,852
February-23	2,893
March-23	2,895
April-23	2,958
May-23	2,621
June-23	2,620
July-23	2,635
August-23	2,490
September-23	2,521
October-23	2,709
November-23	2,710
TOTAL	**$65,105**

Monthly Charges include MDT's

Mean Average **2,712.69 x 12 months = 32,552.25**

F.Y. 2024/25	**32,552.25**

LINE ITEM 10129-52300 -- TUITION & EDUCATION
Professional Development & Education Tuition Related Materials

Professional Development Training
**** Includes registration, travel and lodging fees and meal reimbursements**

Computer Training/Training Conferences	**4,525**
Police Academy Fees & Range Materials	**21,750**
Investigative Services	**4,600**
Publications	**1,225**
K-9 Yearly Training	**400**
Firing Range Trailer	**4,800**
Professional Development Training	**23,200**
Total	**$60,500**

Computer Training/Professional Conferences: Professional development to include CAD/Mobile/RMS administrative services. This line item includes professional development conferences and associated expenditures including Use of Force, LEEDS, CPCA and the FBI Command College.

Police Academy Recruit Training Fees and Range Materials:
There is a potential for up to 5 officer vacancies due to retirements during the fiscal year. With those retirements comes an extensive hiring process including written and physical testing, multiple interviews and background checks. This amount also includes the State/LEC set tuition to attend the academy in the amount of $3,800 per recruit, as well as additional materials the department is required to provide.

Investigative Services: The critical and specialized training needed by members of the Investigative Services Unit relies heavily on private vendors, with POST-C Academy offering only a few advanced trainings. Most of these trainings range between 3-5 days, costing an average of between $400-600 per person.

Publications: The annual updates to the criminal law Redbook for Officers and Detectives remains at $1,225. This amount allows for annual updates and purchases for any new Officers.

K-9 Annual Training: This area has also remained consistent. Our agency has taken advantage of in-house trainers as well as utilizing regional efforts for K-9 training. The Connecticut Police Work Dog Association has also offered us free training at various times.

Firearms Range Trailer: The cost of utilizing the indoor range trailer remains at $4,800. The training offers scenario based shoot / don't shoot drills. It also offers low light training as well.

Professional Development Training/Patrol: The cost was reduced due to average cost per officer needing training. POST-C Academy has slightly increased the amount of training classes they offer, and established fees for some of the courses they do offer. The majority of training is provided by private vendors at a significant cost. Mandates from the Police Accountability Bill require additional department wide training in areas such as De-Escalation, Fair and Impartial Policing, Crowd Control, Implicit Bias and Liability. The department requires training for newer officers to acquire the special skills and certifications left vacant by several recent retirements.

TUITION RELATED MATERIALS:
In accordance with the labor agreement between the Town of Waterford and the Police Union Local 1948 $25,000 is designated for the costs of officers advancing their education and covers tuition and related materials.

Contractual Tuition & Material Cap	**$25,000**
Training & Education Total	**$85,500**

LINE ITEM 10129-52370 -- UNIFORM ALLOWANCE BREAKDOWN

52	OFFICERS X $1,500 EACH (Contractual)	52	$78,000
5	POSTC/LEC Required Uniforms & Equipment ($1,986 each) POST required uniforms, books, bullet proof vest		9,930
1	CUSTODIAN (Contractual)	$140 UNIFORM & $75.00 SHOES	215
17	COMMUNITY SERVICE OFFICERS		1,500
	DAMAGED UNIFORMS (REPLACEMENT)		700
	TOTAL		**$90,345**

LINE ITEM 10129-53090 -- GASOLINE BREAKDOWN
PAST 24 MONTH BREAKDOWN

There are 3 expenses related to this Line Item:

#1 Regional Marine Boat Gasoline Share 96.5 gallons x 7 fills

TOTAL 676.3 Gallons @ $4.82 per gallon SUBTOTAL **$3,259**

#2 Mileage Reimbursements SUBTOTAL **500.00**

#3 Gasoline Consumption

Date	# of Gallons	Price Per Gallon
11/30/21	3,478	$1.47
12/30/21	3,237	$1.47
01/31/22	3,210	$1.47
02/28/22	2,972	$1.47
03/31/22	3,620	$1.47
04/30/22	3,575	$1.47
05/31/22	3,750	$1.47
06/30/22	4,011	$1.47
07/31/22	3,797	$2.86
08/31/22	3,647	$2.86
09/30/22	3,598	$2.86
10/30/22	3,615	$2.86
11/30/22	3,530	$2.86
12/30/22	3,733	$2.86
01/31/23	3,385	$2.86
02/28/23	3,434	$2.86
03/31/23	3,669	$2.86
04/30/23	3,594	$2.86
05/31/23	3,345	$2.86
06/30/23	3,391	$2.86
07/31/23	3,510	$2.94
08/31/23	3,470	$2.94
09/30/23	3,473	$2.94
10/30/23	3,508	$2.94
TOTALS	**84,552**	**2.41**

Mean Average 84,552 Gallons divided by 24 mo. 3,523
3,523 Gallons per month x 12 42,276
42,276 x 2.48 per gallon SUBTOTAL $104,844

TOTAL **$108,603**

LINE ITEM 10129-54020 - EQUIPMENT & FURNITURE

Our agency is not requesting additional equipment in this year's request as we focus on staffing increases.

TOTAL **$0**

PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
FY 2024-2025

All revenues from each department must be listed in the following categories.

DEPARTMENT: Waterford Police Department

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						0
Alarm Penalties						0
Ambulance Subsidy						0
Beach Admission Fees						0
Benefit Assessments						0
Bulky Waste Fees						0
Conveyance Tax						0
Copy Fees						0
East Lyme Animal Control Fee						0
Enhanced E 9-1-1						0
Fines/**Parking Tickets**	50	425	75	50	**75**	0
Hazardous Household Waste						0
Inspection Fees						0
Interest/Lien Fees						0
Inter-Municipal Revenues						0
Miscellaneous						0
Permitting/**Pistol Permits**	8,330	9,380	6,000	1,905	**5,000**	-1,000
Program/Registration Fees						0
Recording Fees						0
Regional Communications Fees						0
Rentals						0
Sale of Recyclables						0
State Operational Grants						0
Tipping Fees						0
Versa Kart/Blue Box Purchases						0
Police Report Fees	2,532	2,087	2,000	676	**2,000**	0
School Resource Officers (BOE)	60,000	63,000	66,000	58,666	**69,000**	3,000
Cruiser Fees for Vendors	126,887	75,100	100,000	13,913	**75,100**	-24,900
Fingerprints/Records Check	4,605	5,670	4,605	1,080	**3,000**	-1,605
Solicitor Permits	150	325	250	140	**325**	75
TOTALS	**$ 202,554**	**$155,987**	**$ 178,930**	**$ 76,430**	**$ 154,500**	-24,430

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
FY 2024-2025

All revenues from each department must be listed in the following categories.

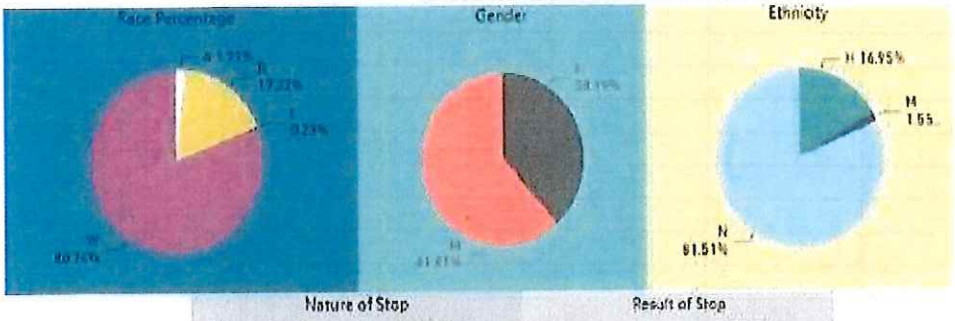
DEPARTMENT: Police

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
GRANTS					
DRE Support Grant	15,203	30,799	5,964	25,000	**(5,799)**
Impaired Driving Grant	6,514	8,430	11,452	15,000	**6,570**
Stolen Vehicle Grant			21,748	0	**0**
Rural Roads Grant			17,933	0	**0**
High Visability/Distracted		13,485	2,631	15,000	**1,515**
Bullet Proof Vest Grant	1,257	0	0	0	**0**
JAG Grant		18,896	0	0	**(18,896)**
DONATIONS					**0**
Gardiner Family Foundation		10,000	10,000	10,000	**0**
Daversa Partners		7,513	0	2,000	**(5,513)**
McCourt Family		2,000	0	0	**0**
Various K9 Donations	5,697	2,050	2,000	2,000	**0**
PROGRAM FEES					**0**
					0
					0
					0
					0
					0
MISC					**0**
					0
					0
					0
					0
TOTALS	**28,671**	**93,173**	**71,728**	**69,000**	**2,728**

WATERFORD POLICE TYPES OF CALLS, USE OF FORCE*, AND CAR STOP DATA FISCAL YEAR 2022/2023

Category	Number	Change from previous fiscal year
Arrests	990	-8.3%
Calls For Service	27,829	+3.4
Case Numbers	2,270	-2.4%
Motor Vehicle Stops	4,331	-10.6%
EDP/Welfare Checks	490	+18.9%
Larceny/Shoplifting	348	+14.8%
Domestic Violence	113	-18.7%
Assault	11	-50%
Drug Overdose	11	+10%
Impaired Driving	85	+3.6%
Missing Person	194	+92%
School Checks	801	+7.5%
Motor Vehicle Crashes	793	+4%
Walk-in Complaints	590	+21.9%
Alarms	903	-10.4%
Residence Checks	1,954	-14.2%
Suspicious Person/Vehicle	793	+2.8%
Stolen Cars	24	+26.3%

Motor Vehicle Stop Statistics



80.74%	White
17.32%	Black
1.71%	Asian
0.23%	Other
61.81%	Male
38.19%	Female
81.51%	Non-Hispanic
16.95%	Hispanic
1.55%	Middle Eastern

Waterford Police Department Use of Force – (multiple types of force can be used in one incident)

Total UOF Incident	Verbal commands	Takedown	Control Hands	Firearm Display	Pointed Firearm	Taser Laser Only	Taser Usage	K9	Pepper Spray	Strike	Restraint Chair
30	28	9	16	5	3	3	1	7	1	1	0

Waterford Police Department Use of Force by gender/race

	Black	Hispanic	White	Totals
Female	2	3	5	10
Male	6	4	10	20

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10119** **YOUTH & FAMILY SERVICES**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	121,620	139,897		217,793	217,793		77,896	55.68%
51210	CLERICAL/TECHNICAL	57,339	42,053		46,716	46,716		4,663	11.09%
51810	OVERTIME	334	0		0	0		0	0.00%
51920	FICA	13,812	13,919		20,235	20,235		6,316	45.38%
	SUBTOTAL	**193,105**	**195,869**	**0**	**284,744**	**284,744**	**0**	**88,875**	**45.37%**
SERVICES									
52020	POSTAGE	207	200		200	200		0	0.00%
52030	PROFESSIONAL FEES	22,682	32,000		5,000	5,000		(27,000)	-84.38%
52040	SERVICE CONT.& REPAIRS	988	1,060		1,060	1,060		0	0.00%
52050	DUES, CONF, & EDUCATION	575	550		575	575		25	4.55%
52080	TELEPHONE	2,150	2,200		2,500	2,500		300	13.64%
52380	PROGRAMS	7,174	7,948		500	500		(7,448)	-93.71%
	SUBTOTAL	**33,776**	**43,958**	**0**	**9,835**	**9,835**	**0**	**(34,123)**	**-77.63%**
DEPARTMENT TOTAL		**226,881**	**239,827**	**0**	**294,579**	**294,579**	**0**	**54,752**	**22.83%**

Town of Waterford Youth & Family Services

FY 25 Budget ~ 10119
Youth & Family Services

Prepared by Dani Gorman, MS, Director
Presented on behalf of the Youth & Family Services Advisory Board
Mike Buscetto, Chairman

FY25: $294,579

FY 24: $239,827

Waterford Youth & Family Services

2024-2025

FY 25 Annual Budget

Index

Duties and Responsibilities of WYFS	Page 3
Duties to Restrain Fiscal Spending	Page 4-5
Annual Report	
51000 Series Salaries	
10119-51110 Administration	Page 6
10119-51210 Clerical	Page 6
10119-51920 FICA	Page 6
52000 Series Services	
10119-52020 Postage	Page 7
10119-52030 Professional Fees	Page 7
10119-52040 Service Contracts	Page 7
10119-52050 Dues and Memberships	Page 8
10119-52080 Phone	Page 8
10119-52380 Programs	Page 8
Total Budget Calculation	Page 9
Personnel Worksheet & Fringe Benefit Worksheet	Page 10
Inventory Update	Page 11
Revenues	Page 12
Fee Schedule	Page 13
Grant Funding	Page 14
Camp DASH Seasonal Staff	Page 15
Mental Health Independent Contractor Backup	Page 16
Program Backup	Page 17
Attachment A: Janssen Settlement	Page 18-27

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties and Responsibilities of Youth & Family Services
Date: December 5, 2023

Since assuming the leadership role at Youth and Family Services in 2008, there have been countless instances that have propelled the department forward and in new directions as it responded to the needs of the Town's youngest residents, their families, and loved ones. We were also inspired to feed the hungry, help young adults, and the middle-age group, who too, had needs for well-being services.

Defined by ordinance and state statute, the youth service bureau's fundamental mission is to positively influence the lives of young people so they may reach their fullest potential. While this always remains at the heart of our functions, the department has evolved to be a growing source of intervention, prevention, comfort and hope for many. In FY2024, there were several occasions that the department led the region in how it engaged with large numbers of children, from elementary to high school, who once found themselves battling feelings of isolation post-pandemic. The department's skillful program coordinator relaunched a program idea from decades ago that resonated with students and empowered them to form new connections, revisit old friendships, and socialize again. Like all of our programs, the participants were surveyed and data was collected to measure specific outcomes. We learned from surveys (and the data) that young people were getting out more to spend time with friends and seeking more opportunities to be involved with the program – a program that their parents once played years and years ago. The program, Dungeons and Dragons, became a regional topic of discussion and admiration by our counterparts in other cities and towns. Many of them seeking the formula on how to duplicate it and inspire their own young people to venture out to be with others.

Dungeons and Dragons is only one of many Youth and Family Services programs that has a pinpoint accuracy of delivering positive outcomes, strong participation levels, and defining measures. From Camp DASH to our Veterans Coffeehouse, the department's presence continues to grow in significance and value because of its attention to the needs of its consumers and responsive approaches. The Waterford Community Food Bank, Waterford Cares, mental health services, and human services have all touched the lives of thousands of residents in a variety of ways and through a team of staff members and volunteers who are committed to be positive influences who are always willing to engage, especially during difficult times.

The Fiscal Year 2025 budget presentation reflects an increase of 23 percent from last year. In preparing the budget, we were able to project our needs (especially in staffing) through the data we have collected and in the areas that we know (with certainty) require more staff involvement. For decades, Youth and Family Services has committed itself to fiscal restraint whenever possible and this remains, but because of the high demand for our services, the budget request is truly the best / only sustainable solution we can propose to address the needs of our consumers effectively. Research shows us and our data indicates, well-being services are crucial and that emotional well-being has a profound impact on every aspect of one's life. The FY25 budget presentation is truly a reflection of our commitment to the residents we serve: in good times and when life is challenging.

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties to Restrain Fiscal Spending
Date: December 4, 2023

The Youth and Family Services department budget represents fiscal responsibility as well as, a commitment to our consumers to meet their needs.

In preparing the FY25 presentation, we:

- Reviewed the data gathered from our online platforms that track calls for service, registrations, numbers of participants, waiting lists, satisfaction, and, whenever possible, outcomes measured;

- Discussions with staff, program participants, advisory board members, and volunteers regarding needs, workloads, and identifying goals and objectives for the future.

Based on these discussions, the following highlights are provided:

51000

- The Human Services Administrator (HSA) and Coordinator (HSC) have salaries that are shared. For the HSA it is a 50 / 50 shared cost with the Senior Services Department. For the HSC it is a 40 / 60 shared cost with Senior Services with the Youth and Family Services department assuming 60 percent of the salary due to the Waterford Community Food Bank falling within the (YFS) department's oversight.

- Included in the administration line is the addition of a program coordinator. This is a position that existed from 2008-2015, but was phased out as the department made some organizational changes. At the time of these changes, the clerical position was increased to full time hours and, in an effort to offset costs, the second program coordinator went unfilled. Post the height of the pandemic, we have experienced an unprecedented demand for our services, especially with offering young people more opportunities to engage with their peers, reduce isolation, and feel better about themselves. At no other time have we seen a critical and vital need for engagement, well-being services, and intervention programs. Because of this, the additional program coordinator position will return the department to an operational level critical to meeting needs.

- In the clerical line, the Administrative & Intake specialist (formerly recognized as the full time "Secretary") is returned to full time hours. While the department piloted this position with reduced hours, it was very challenging to maintain a consistent level of service efficiently. In returning this position to full time, the "Receptionist / Clerk"

position is eliminated from the department's operational budget, placed in the seasonal / part time classification, and funded through grants. This is the most appropriate placement for this position and the functions it provides.

52000

- A significant reduction has been made in the professional fees line due to the department obtaining opioid settlement funds through the office of the Attorney General recognized as the Janssen Settlement (see attachment A in the backup materials). The functions of our mental health contractors fit within the guidelines of the settlement and will focus on prevention and intervention of substance use.
- A reduction is also made with programs. This line, too, is offset by grant funds with a focus on prevention programs.

Additionally, it is important to note that salary increases reflected in the budget are defined by collective bargaining agreements with the Town.

Further explanations are provided in the body of the budget with backup information included as attachments at the end of the budget.

SERIES 51000: Personnel / Salaries

Administration: 10119-51110

Director GGA Class F 261 Days (@50%) Shared with Senior Services Longevity 1%	$58,898 $883 **$59,781**
Program Coordinator GGA Class A 261 Days	**$64,092**
Program Coordinator * GGA Class A 261 Days	**$53,956**
Human Services Coordinator GGA Class B 261 Days (@ 60%) Shared with Senior Services	**$39,964**

Clerical: 10119-51210

Administrative & Intake Specialist Full Time 35 hour per week position	**$46,716**

**A $5,000 stipend received from BOE (see projected FY24 revenue) will be used to offset the Program Coordinator position.*
** A $14,000 stipend received from State Dept. of Education (see projected FY24 revenue) will be used to offset the Program Coordinator position.*

Total Salaries (Administrative + Clerical)	**$264,509**

FICA: 10119-51920

Salaries: $264,509 **FICA Rate: x .0765** **Total FICA**	**$20,235**

TOTAL SERIES 51000:	**$284,744**

SERIES 52000: Services

Postage: 10119-52020

Background: Postage expenses have remained low due to the department's efforts to use electronic mail whenever possible. No changes are proposed.

Budget Year	Amount Requested	Amount Spent
21-22	$200	$241
22-23	$200	$207
23-24	$200	YTD $9

YTDs as of 12/7

Postage Request FY 25	**$200**

Professional Fees: 10119-52030

Background: Contracted services are provided by licensed/self-insured clinicians and are consumer-driven. Funds that will be received by the Janssen Settlement (see Attachment A) will be used to offset these costs in FY25.

Budget Year	Amount Requested	Amount Spent
21-22	$22,000	$26,987
22-23	$22,000	$22,682
23-24	$32,000	YTD $13,865

Professional Fees Request FY 25	**$17,000**

Service Contracts and Repairs: 10119-52040

Background: The only amount requested in this line is for the department's leased copier. Cost per month = $77.23

Budget Year	Amount Requested	Amount Spent
21-22	$1,060	$1,334
22-23	$1,060	$988
22-23	$1,060	YTD $479

Service Contracts Request FY 25	**$1,060**

Dues, Conferences and Education: 10119-52050

Background: The annual dues is for Waterford to maintain its membership with the Connecticut Youth Services Association (CYSA). Consisting of 99 member towns, CYSA advocates to sustain or increase state funding. The annual dues went up by $25.

Budget Year	Amount Requested	Amount Spent
21-22	$550	$550
22-23	$550	$575
23-24	$550	YTD $550

Dues, Conferences FY 25	**$575**

Phone: 10119-52080

Background: The costs for this line applies to cell phones, which are carried off-site and after-hours. An additional phone was added.

Budget Year	Amount Requested	Amount Spent
21-22	$2,200	$2,393
22-23	$2,200	$2,150
23-24	$2,200	YTD $1036

Phone Request FY 25	**$2,500**

Programs: 10119-52380

Background: Costs, which are not covered by grants.

Budget Year	Amount Requested	Amount Spent
21-22	$4,000	$4,347
22-23	$4,000	$7,174
23-24	$7,948	YTD $2,984

Program Request FY 25	**$4,000**

TOTAL SERIES 52000	**$25,335**

Total Budget Calculation

TOTAL SERIES 51000	**$284,744**
TOTAL SERIES 52000	**$25,335**
TOTAL BUDGET 2024 – 2025 (FY 25)	**$310,079**

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 19 YOUTH & FAMILY SERVICES
2024-2025 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/01/2008	Human Services Admin/Director	40	N/A	57,241.08	58,897.78	$ 883.00	59,780.78	4,573.23
10/04/2021	Human Services Coordinator	40	N/A	34,261.95	39,963.69	$ -	39,963.69	3,057.22
1/14/2019	Program Coordinator	40	N/A	62,289.24	64,092.20	$ -	64,092.20	4,903.05
	Program Coordinator-Proposed	40	N/A	-	53,956.00	$ -	53,956.00	4,127.63
	TOTALS			153,792.27	216,909.68	883.00	217,792.68	16,661.14
51210 - CLERICAL TECHNICAL								
12/12/2022	Administrative & Intake Specialist	35	$ 25.6683	24,163.82	46,716.39	N/A	46,716.39	3,573.80
	TOTALS			24,163.82	46,716.39	0.00	46,716.39	3,573.80
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.							0.00	0.00
TOTALS				177,956.09	263,626.07	883.00	264,509.07	20,234.94
BUDGET TOTAL W/F.I.C.A							284,744.01	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 19 YOUTH & FAMILY SERVICES
2024-2025 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)	
	$ -		0.00	0	
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
TOTALS - FRINGE BENEFITS			0.00	0.00	***ADDED TO FICA ON PERSONNEL WORKSHEET

INVENTORY UPDATE

EQUIPMENT AND VEHICLES in EXCESS OF $1,000

Department/Agency:

Equipment/Vehicles purchased or disposed

DESCRIPTION OF ITEM	DATE OF PURCHASE	COST	LOCATION
N/A			

Budgeted acquisition –

DESCRIPTION OF ITEM	DATE OF ESTIMATED PURCHASE	ESTIMATED COST
N/A		

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Youth and Family Services

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants	$14,102	$ 14,103	$3,525.75	$14,000	0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
*BOE Stipend	$5,000	$5,000	$5,000	$5,000	0
					0
					0
					0
					0
TOTALS	**$19,102**	**$19,103**	**$18,525.75**	**$19,000**	**0**

WATERFORD YOUTH SERIVES

FEE SCHEDULE

Program	Fee	Estimated Yearly Income	YTD
Afterschool Programs	$45	$7,875	$5,546

Waterford Youth Services Bureau Grant Funding*

Grant	22-23	23-24	24-25
DHMAS Local Prevention Council	$4,153	$4,153	$4,153
Gardiner Family Foundation (Donation)	$15,000	$15,000	$15,000
State Dept. of Education	$14,102	$14,103	$14,000
State Dept. of Education Youth Enhancement	$18,053	$16,657	$16,657
Summer Enrichment Grant	$6,750	$20,000	$20,000
United Way Grant	$5,000	$2,000	$2,000
Janssen Settlement	-	-	$48,529
Total Grant Funding	**$63,058**	**$71,913**	**$120,339**

*We continue to seek out alternative sources of funding and innovative opportunities, which permit us to sustain and / or "grow" programs and services.

Town of Waterford Youth & Family Services
Special Revenues Program* Staff

Seasonal / Occasional Position	Grade	**Average # Employees**	**Youth Services Program**
Seasonal Assistants	01	3-8	• Camp D.A.S.H. • Afterschool Camp • Parent / Caregiver Programs • Recess Programs
Camp Assistant	04	85	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs
Youth Services Assistant	10	5-10	• Camp D.A.S.H. • Afterschool Camp Activities • Weekend Programs • Recess Programs
Camp Director	11	5	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs

*All positions listed have been vetted through the Personnel Review Board and Human Resources. None of the positions is contractual in nature and / or defined as "independent contractors."

Camp D.A.S.H. is an 8 week summer camp program, offered M-F from 7:30am-5:30pm. The camp (seasonally) employs approximately 85 people with each staff person engaging in 15-35 hours per week. Camp tuition payments subsidize all salaries, supplies, activities, and fringe benefits.

Camp D.A.S.H. inspired afterschool programs offered during the school year in 6-8 week cycles per program. Each afterschool program (seasonally) employs three staff. Program fees and grants subsidize salaries, supplies, activities, and fringe benefits.

Recess / special programs are often Camp D.A.S.H. inspired mini workshops and take place during the holidays or weekends. Based on need, each program (seasonally) employs 3-5 staff. Salaries are paid through grant funds. None of these positions exceeds 988 hours per year.

Mental Health Independent Contractor Backup

Background:

The Town of Waterford enters into contractual agreements with Master-level clinicians. The agreements are between the Town and the clinicians and detail the standards that exist for independent contractors and their roles as mental health providers. The contractors also provide the Town with their liability insurance at a level coverage that is set by the Town.

The number of clinicians contracted is based on the needs of the department/ Town. Contractors enter into 1-year agreements. The agreements are signed by the first selectmen based on recommendation from the Town attorney and Finance Director. The Human Services Administrator oversees the vetting of the clinician.

The **rate per hour** is negotiated between the contractor and Town and based on the clinician's licensing and years of experience.

Mental health services provided are identified as below:

- Individual Counseling
- Family Therapy
- Support Groups
- Crisis Interventions
- Risk Assessments
- Substance Use Assessments
- Mental Health Check-Ups

- The Licensed Clinical Social Worker (LCSW / the most senior clinician) is also contracted to provide supervision to the other clinicians, to ensure professional standards are met, and to review treatment plans. The LCSW also assigns cases and reviews files.
- The Licensed Professional Counselor (LPC) is also a contractor for the Youth and Family Services Department exclusively.

Mental Health Services at Senior Services

Clinician assigned to Youth and Family Services is Andrew Staunton, LCSW – Rate is $60 per hour individual counseling (45-minute sessions / 15 minutes for notetaking)

- 200 sessions x $60 per session = $12,000

Clinician assigned to Youth and Family Services is Dianne Brower, LPC – Rate is $50 per hour

- 100 sessions x $50 per session = $5,000

$17,000

Program Backup **$4,000**

Juvenile Review Board (JRB) – This prevention program is designed for first time juvenile offenders to divert them from court to a more community-based approach. The Waterford Juvenile Review Board is made up of members appointed by the chief of Police, Superintendent of Schools, and Human Services Administrator. Each appointee serves one year terms. The Waterford Board's outcomes are measured by the Department of Children and Families.

After school Tutoring Program:

2 Contractors at $30 per hour

50 hours x $60 per hour (for 2 contractors)

$3,000

Youth Promise – This in school program, led by a Waterford Police school resource officer and the Youth and Family program coordinator (in partnership with Waterford Public Schools), provides all 5th grade students with a 10 session program (45 minutes per session) that teach children about peer pressure, conflict-resolution, social media, substance abuse, and good decision making.

2-3 classes per school/ 20 students per class (average based on trending school population)

Students are provided with a lesson book, activities, guest speakers, and a graduation t-shirt.

3 Classrooms per school

3 elementary schools

$1,000

2023

WATERFORD
YOUTH & FAMILY SERVICES
ANNUAL REPORT

Waterford Youth & Family Services
200 Boston Post Rd.
Waterford, CT
860.444.5848
WaterfordCT.org/160/Youth-Family-Services

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel."

— Maya Angelou

WATERFORD
YOUTH & FAMILY
SERVICES

TABLE OF CONTENTS

A Message from Mike Buscetto 1

A Message from Dani Gorman 2

Meet our Team and Staff 3

Programming Highlights 4

Camp DASH 2023 5

Human Services 6

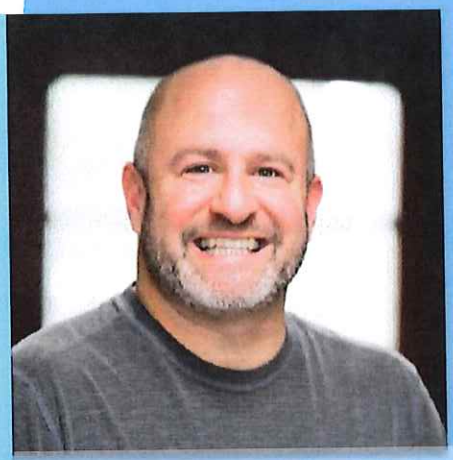
Mental Health 7

Veterans Services 8

Waterford Community Food Bank 9

Partnerships & Volunteers 10

For Jody 11



Mike Buscetto

Chairman, Waterford Youth and Family Services

Dear Friends

On behalf of the Youth and Family Services Advisory Board, I am delighted to once again have the distinct privilege of presenting the department's 2023 Annual Report. A comprehensive reflection of the remarkable accomplishments over the past year, the board and I take immense pride in acknowledging the dedicated efforts of our exceptional staff and volunteers.

Within the upcoming pages, you will discover more about the outstanding achievements of our programs and services. We are particularly excited to share the innovative approaches that have propelled our department to a position of high regard, known for its effectiveness, efficiency, and performance levels.

Furthermore, our department's remarkable commitment to data collection and analysis stands out. We have not only focused on measuring consumer satisfaction but have also been able to gauge the tangible impact of our programs and services on our residents' lives. It's worth noting that no other town department conducts data analysis at this level, enabling us to gain valuable insights into how our initiatives have positively influenced our community.

It is a great privilege to serve as chairman and witness firsthand the meaningful impact that the work of our department has on the lives of the individuals and families we serve. With great pride, I present to you the 2023 Youth and Family Services Annual Report, a testament to our ongoing commitment to making a difference in the lives of those we are honored to serve.

WATERFORD Youth & Family Services

Dani Gorman

Human Services Administrator
Waterford Youth and Family Services

Dear Friends

Our 2023 Annual Report reflects a time of development, innovation, and strengthened connections. As the needs of our community evolved, we did too; focused on providing a reassuring presence in the lives of the residents who turned to us for help, enrichment, and support. Over eighty percent of our consumers completed satisfaction surveys and, whenever possible, we also measured our outcomes. In 99 percent of the surveys returned to us, consumers rated us with providing exceptional services. This included our mental health services that were rendered to residents needing comprehensive care. I am very proud of the staff and volunteers who worked hard to be life-changing resources for residents with many types of critical needs.

From providing meals to those at risk for food insecurities to helping youth struggling with feelings of isolation, the staff and volunteers dedicated themselves to being responsive, reliable and compassionate. At all service levels, we committed ourselves to strengthening families, helping young adults struggling to find their way, and offering youth various opportunities to grow in positive directions. The department's mental health services, Camp DASH and the Community Food Bank further advanced their presence within the Town and are considered to be 3 of the region's most valued programs. Since the height of the pandemic and the years that have followed, we have been a source of reassurance for thousands of residents; restoring confidence and providing comfort at a moment's notice. 100 percent of all calls received for mental health services were acted upon by our clinical team within less than 3 hours. 100 percent of all crisis calls were handled immediately. Not one parent or caregiver was left waiting in their time of need.

This is a remarkable statistic during a time when mental health services are inundated with requests and waiting lists are long. This is a real reflection of the department's efforts to remain at the frontlines, prepared and ready to provide comfort and restore hope. It is an honor for me to present our 2023 Annual Report on behalf of the Youth & Family Services Advisory Board, staff and volunteers. The pages ahead provide a detailed snapshot of the department, our work, and the data that has measured our successes.

Meet Our Team

At Waterford Youth and Family Services, our dedicated team is the heart and soul of our mission. Committed to making a positive impact in the lives of our community, each member brings their unique skills, passion, and expertise to the table. We are proud to introduce you to the compassionate, skilled and inspiring member of our team.

Dani Gorman
Human Services Administrator

Heidi McSwain
Human Services Coordinator

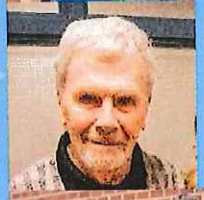
Brandon Smith
Lead Program Staff & Director of Camp DASH

Linda Geer
Secertary

Anne Ogden
Volunteer Coordinator Waterford Community Food Bank

Joseph Trelli
Program Coordinator

Isabella Dazzi
Administrative & Intake Specialist



Andrew Staunton
Lead Clinician

Afterschool Program Staff
Megan Herrera
Cooper Bellos
Aries Dupont

WYFS Advisory Board

Member Name	Title	Member Name	Title
Michael Buscetto III	Chairman	Chris Muckle	Community Representative
Robert J. Brule	First Selectman	Dani Gorman	Director of Youth Services
Marc Balestracci	Chief of Police	Clara Mahoney	Student Representative
JoAnna Bennett	Parent Representative	Brandon Smith	Community Representative
Michael Cristofero	Parent Representative	Brady Sutman	Student Representative
Kathleen Elbaum	Superintendent BOE Representative	Joseph Trelli	Program Coordinator WYFS
Erin McNamara	Parent Representative		

Program Highlights

In the past year, our commitment to meeting our client's needs, measuring outcomes and data collection has been the linchpin of our program development and implementation. This robust approach not only empowered us to surmount challenges but also allowed us to adopt a holistic family-centric strategy, providing both adults and children with the indispensable tools to actualize their goals.

Although the Waterford Community excels in numerous aspects of social and emotional wellness, be it team sports, or music programs, there are still gaps that persist for all youth. With our ever expanding offering of programs, we remain committed to addressing and bridging said gaps while simultaneously reaffirming our dedication to diversity, equity, and inclusion across all program levels, while fostering an environment that reflects our core values.

In tandem with these efforts, we've diligently refined our reporting and analytical workflow over the past year, collaborating with our partners at DCF and DillingerRAD. We take pride in achieving one of the highest reporting ratings in the state, distinguishing ourselves within the Youth Service department landscape. This accomplishment underscores our unwavering commitment to excellence in every facet of our collaborative endeavors.

9,081 Thanksgiving and Holiday Meals provide to our Waterford families in need

5000+ LTS hours completed at Camp DASH by our teenage volunteers

900+ points of client contact amongst all services provide by WYFS in FY23

750 individual counseling appointments provide at no cost to Waterford residents

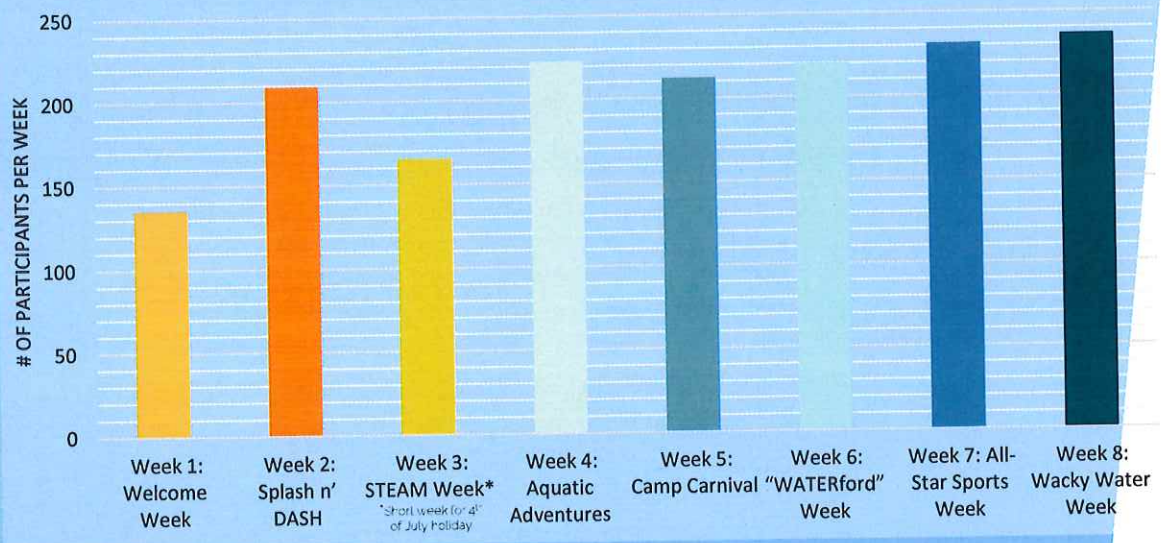
400+ hours planned and implemented programing across 8 weeks for 525 campers & volunteers

80 hours of presentation on our Youth Empower program across all three elementary schools

$10,000 of scholarships provided to Families in need for Camp DASH

Camp DASH

In our commitment to supporting working families, providing volunteer opportunities for teens, offering enriching experiences for our campers, and fostering workforce development for our staff, Camp DASH stands out as our flagship program. Making a significant impact, the 2023 season of Camp DASH marked a historic milestone, reaching its widest scope ever. The program provided affordable childcare to 525 Waterford children, while also engaging 81 teen volunteers. A notable 90% of parents lauded the program for delivering an exceptional experience for their children, with an impressive 76% expressing that Camp DASH surpassed similar offerings in the area. Additionally, the program boasted an outstanding 87% return rate among our leadership team, and we sustained a commendable staff retention rate of over 65% from 2022 to 2023.



Parent Testimonials:

"My kids always look forward to the summer and going to camp. This was their third year going all summer. The staff are great, attentive, and really help my kids succeed and have a great day. So many fun activities that are offered and to keep the kids engaged."

"This was a really great experience for my son, who is entering K in the Fall. The staff enthusiastically welcomed him each morning, and provided plenty of different options throughout the day. The schedule was always jam packed with fun activities throughout the weeks, and it didn't feel overly repetitive for the kids signed up for the entire summer. Overall really great experience."

"Our children did summer camp at Oswegatchie last year and this year we decided to try the one at QH and the kids just could not get enough of camp this year! Absolutely their favorite camp compared thus far, and there have been to a few others. Thank you so much for running an excellent program where our kids can be active and social and come home happy every day from such a fun day!"

Human Services

Though COVID-19 may feel distant now, its impact on our outlook and mission can still be felt. Waterford has remained steadfast in its commitment to prioritizing the human needs of its residents.

Embracing an interdisciplinary approach, the town is dedicated to enhancing the overall quality of life for its community members. At the forefront of these endeavors is a designated Human Services Coordinator. This key figure actively addresses problems, administers social service programs, improves accessibility, and collaborates with the contracted clinical director to oversee mental health services.

This commitment extends into our Youth and Family Services and Senior Services, where the impact is substantial. The data highlights our dedication, revealing that hundreds of residents have benefited from tailored programs and services. This personalized approach ensures that individuals, families, and seniors receive the support they need, reflecting our unwavering commitment to their well-being.

Energy Assistance
204 Households Grants ranging from $150 (heat included in rent) to $1,890.00 towards main heating costs

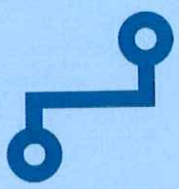
Renters' Rebate
175 applications
Total grants $86,649
Average grant amount $495.00

Emergency Food & Shelter Grant
7 Households assisted with utilities
$2,500 in total grants

Farmer's Market Coupons
98 Residents received total of $2,352

Client Emergency Fund
10 Households assisted
$6,958 in total grants

Points of Contact
900 points of contact for Human Services

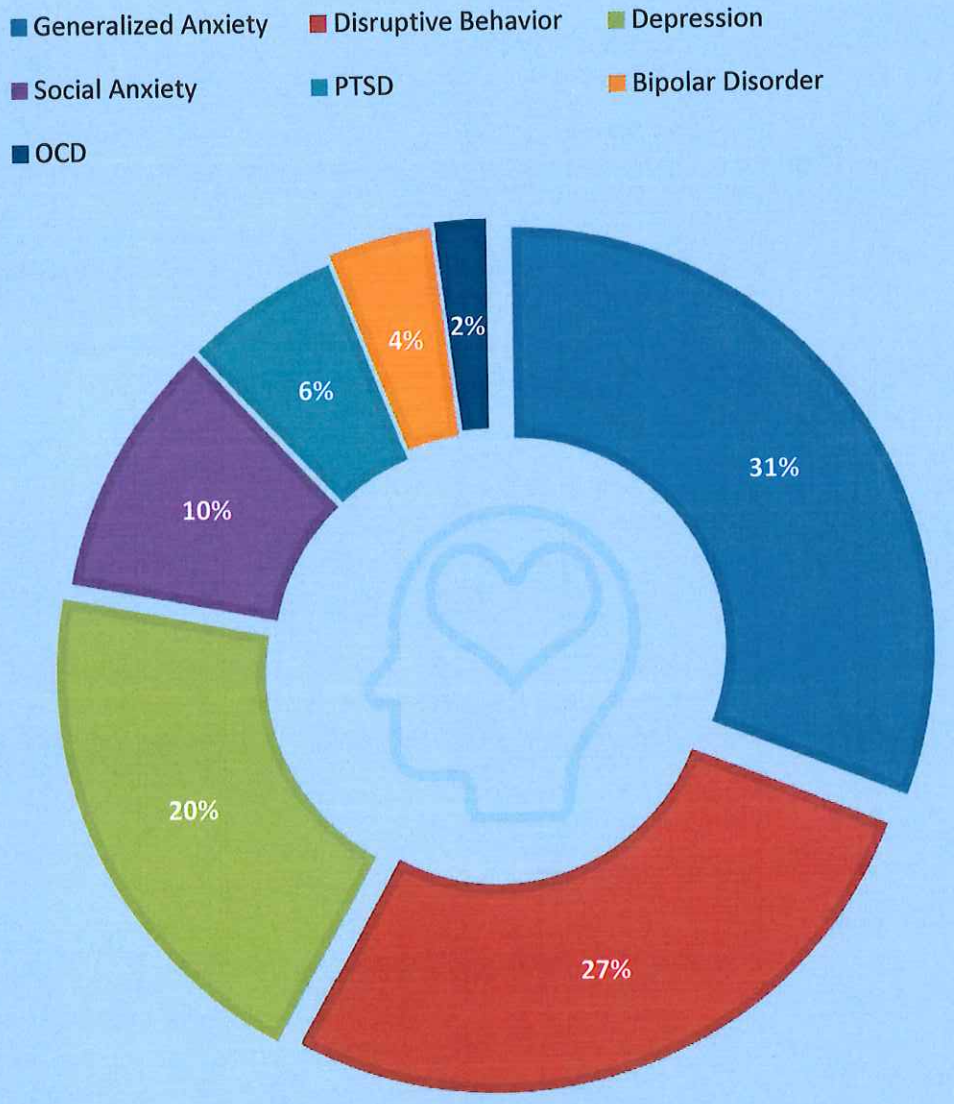


Other Services provided:
Housing Assistance/Relocation, SNAP benefits, DSS Benefits, Handicap Resources, Home Repairs, Phone/Internet assistance

Mental Health

The department's clinical services were thoroughly utilized during 2023. On behalf of the children, adults and families they serve, nearly 750 individual counseling appointments were completed by clinical staff, as well as social-emotional support groups for middle school boys and girls. By having a well-trained and passionate mental health team, Waterford Youth and Family Services was able to support the emotional, psychological and social needs of many residents. From addressing concerns at early onset to providing all-encompassing counseling for in-depth mental health concerns, the department's clinical team ensured high-quality care to help residents recognize their full potential, cope with the challenges of life, and make meaningful contributions at home, school, and within their community.

PRESENTING MENTAL HEALTH CONCERNS



Veterans Services

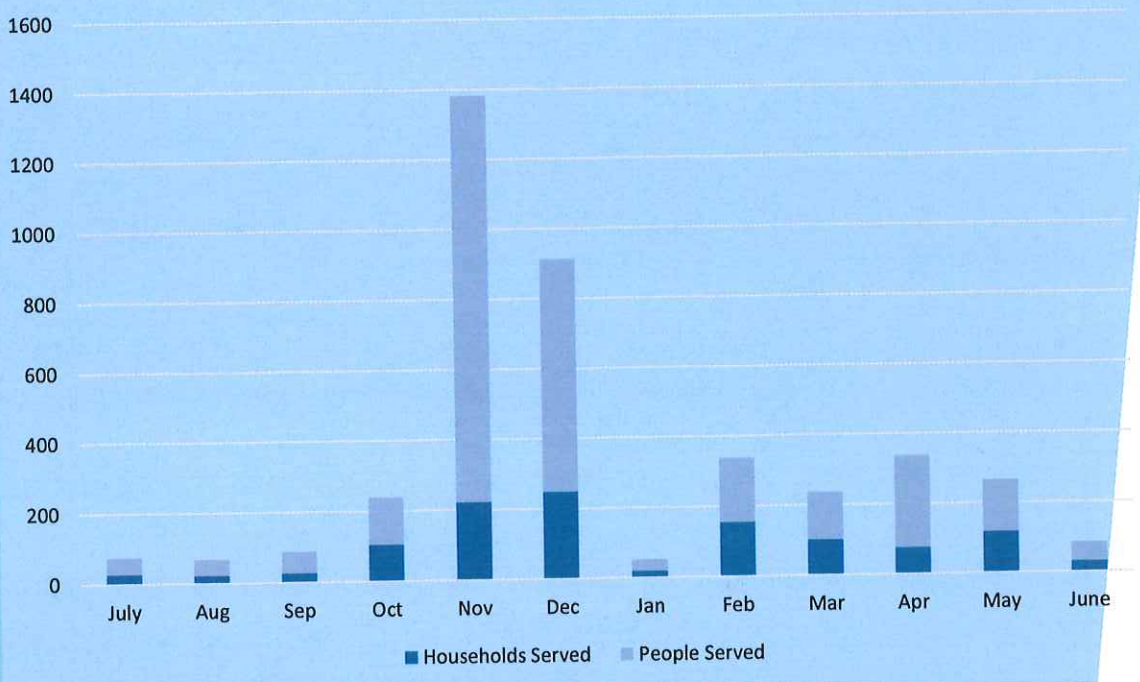
In our community, an enduring commitment to meeting the needs of Veterans remains a top priority. Over the past year, we've amplified our efforts to support this vital demographic, with a particular emphasis on expanding our Veterans Coffeehouse initiatives. These gatherings not only feature informative speakers and valuable resources but also include support groups and comprehensive case management services.

The centerpiece of our efforts is the monthly coffeehouse hosted at Filomena's Restaurant, standing as the largest gathering of its kind in the region. More than seventy Veterans attend, enjoying a complimentary full breakfast and coffee service. Additionally, two other coffeehouses take place in residential complexes, strategically to ensure easy accessibility.

At these gatherings, a licensed clinical social worker (LCSW), also a Vietnam War Veteran, provides invaluable assistance in navigating the intricacies of the Veterans Affairs system and addressing emotional well-being. Beyond emotional support, Veterans benefit from a range of services, including case management, re-housing assistance, access to food and meals, enrichment programs, and transportation. This multifaceted approach underscores our commitment to providing comprehensive support for Veterans in our community.

Waterford Community Food Bank

Since its inception within Waterford Youth and Family Services, the Waterford Community Food Bank has supported thousands facing food insecurities. With a committed team of volunteers, the food bank expanded to offer not only essential food items but also paper goods, toiletries, kid-friendly snacks, diapers, and a 'client choice' option, which they can shop the food bank in person, providing both control over their food choices and a sense of dignity.



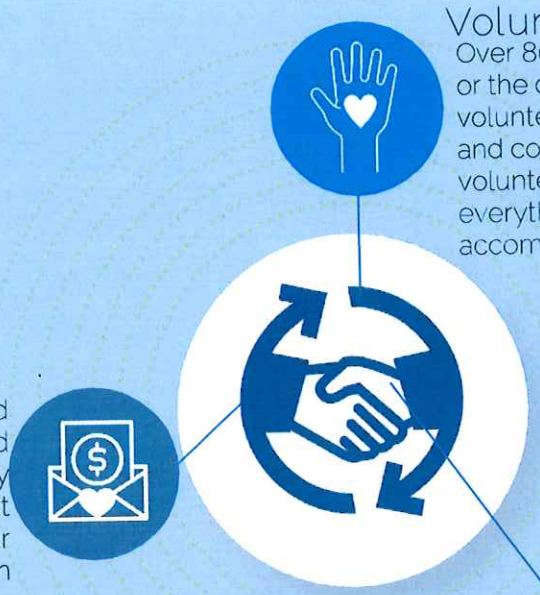
Waterford Community Food Bank has grown this year to match the needs of our neighbors. Our clients come in monthly to shop the shelf. The fact that they can come in and choose items that meet their needs and dietary concerns are welcome options for them. We have expanded our offerings to include sections of Organic, sugar free and low sodium products. We held a Community Diaper Drive this year that now lets us offer more items to families with young children. Twice this year we offered "Snack Packs" for school vacation week and for the start of the school year in conjunction with our Back Pack giveaway. A themed distribution bag is becoming our specialty such as a Chili bag that includes the ingredients and recipe for an easy chili. We often include a food bag to our veterans that gets distributed at the Veterans Coffee House. The Waterford Community Food Bank has a dedicated group of 10-12 volunteers that spend hours embpdying #neighborshelpingneighbors mindset. We are passionate about what we do for our Waterford neighbors.

~ Anne Ogden, Wtfd Community Food Bank Volunteer Coordinator

Partnerships & Volunteers

Youth and Family Services celebrates the meaningful collaborations forged with citizens, schools, businesses, civic organizations, and faith-based groups. These partnerships have not only allowed us to amplify our positive impact on the community but have also woven a fabric of support around us, ensuring that we never stand alone in delivering our services. The invaluable contributions of our donors, whether through financial support or volunteer efforts, form the foundation of our endeavors.

A special acknowledgment goes to our dedicated youth volunteers who play a vital role in our summer camp and afterschool programs, as well as our youth mentors who contribute their time and guidance. Additionally, we extend our gratitude to our adult volunteers whose commitment strengthens Youth and Family Services, making our mission even more effective. We sincerely thank all our partners for their collaborative efforts, which continue to fortify and enhance the work of Youth and Family Services.



Volunteers

Over 80+ youth volunteers, or the dozens of adult volunteers, the kindness and commitment from our volunteers was essential to everything that we accomplished in FY23.

Private Donations

We have developed and sustained profound relationships with key private donors that continually support our mission

Business Donations

Our relationship with local businesses has become a cornerstone to our mission. The generosity of local business leaders has allowed us to expand the scope of our mission.

We dedicate this annual report to the woman who inspired us

Jody Marie Nazarchyk
1952-2023

"Alone we can do so little; together we can do so much."

— Helen Keller

Town of Waterford, CT.

SERIES 51000: Personnel / Salaries

Administration: 10119-51110

Director GGA Class F 261 Days (@50%) Shared with Senior Services Longevity 1%	$58,898 $883 **$59,781**
Program Coordinator GGA Class A 261 Days	**$64,092**
Program Coordinator * GGA Class A 261 Days	**$53,956**
Human Services Coordinator GGA Class B 261 Days (@ 60%) Shared with Senior Services	**$39,964**

Clerical: 10119-51210

Administrative & Intake Specialist Full Time 35 hour per week position	**$46,716**

**A $5,000 stipend received from BOE (see projected FY24 revenue) will be used to offset the Program Coordinator position.*
** A $14,000 stipend received from State Dept. of Education (see projected FY24 revenue) will be used to offset the Program Coordinator position.*

Total Salaries (Administrative + Clerical)	**$264,509**

FICA: 10119-51920

Salaries: $264,509 **FICA Rate: x .0765** **Total FICA**	**$20,235**

TOTAL SERIES 51000:	**$284,744**

SERIES 52000: Services

Postage: 10119-52020

Background: Postage expenses have remained low due to the department's efforts to use electronic mail whenever possible. No changes are proposed.

Budget Year	Amount Requested	Amount Spent
21-22	$200	$241
22-23	$200	$207
23-24	$200	YTD $9

YTDs as of 12/7

Postage Request FY 25	**$200**

Professional Fees: 10119-52030

Background: Contracted services are provided by licensed/self-insured clinicians and are consumer-driven. Funds that will be received by the Janssen Settlement (see Attachment A) will be used to offset these costs in FY25.

Budget Year	Amount Requested	Amount Spent
21-22	$22,000	$26,987
22-23	$22,000	$22,682
23-24	$32,000	YTD $13,865

Professional Fees Request FY 25	**$5,000**

Service Contracts and Repairs: 10119-52040

Background: The only amount requested in this line is for the department's leased copier. Cost per month = $77.23

Budget Year	Amount Requested	Amount Spent
21-22	$1,060	$1,334
22-23	$1,060	$988
22-23	$1,060	YTD $479

Service Contracts Request FY 25	**$1,060**

Dues, Conferences and Education: 10119-52050

Background: The annual dues is for Waterford to maintain its membership with the Connecticut Youth Services Association (CYSA). Consisting of 99 member towns, CYSA advocates to sustain or increase state funding. The annual dues went up by $25.

Budget Year	Amount Requested	Amount Spent
21-22	$550	$550
22-23	$550	$575
23-24	$550	YTD $550

Dues, Conferences FY 25	**$575**

Phone: 10119-52080

Background: The costs for this line applies to cell phones, which are carried off-site and after-hours. An additional phone was added.

Budget Year	Amount Requested	Amount Spent
21-22	$2,200	$2,393
22-23	$2,200	$2,150
23-24	$2,200	YTD $1036

Phone Request FY 25	**$2,500**

Programs: 10119-52380

Background: Costs, which are not covered by grants.

Budget Year	Amount Requested	Amount Spent
21-22	$4,000	$4,347
22-23	$4,000	$7,174
23-24	$7,948	YTD $2,984

Program Request FY 25	**$500**

TOTAL SERIES 52000	**$9,835**

Total Budget Calculation

TOTAL SERIES 51000	**$284,744**
TOTAL SERIES 52000	**$9,835**
TOTAL BUDGET 2024 – 2025 (FY 25)	**$294,579**

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 19 YOUTH & FAMILY SERVICES
2024-2025 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	LINE 51920 PAYROLL TAXES (F.IC.A)
51110 - ADMINISTRATION								
12/01/2008	Human Services Admin/Director	40	N/A	57,241.08	58,897.78	$ 883.00	59,780.78	4,573.23
10/04/2021	Human Services Coordinator	40	N/A	34,261.95	39,963.69	$ -	39,963.69	3,057.22
1/14/2019	Program Coordinator	40	N/A	62,289.24	64,092.20	$ -	64,092.20	4,903.05
	Program Coordinator-Proposed	40	N/A	-	53,956.00	$ -	53,956.00	4,127.63
	TOTALS			**153,792.27**	**216,909.68**	**883.00**	**217,792.68**	**16,661.14**
51210 - CLERICAL TECHNICAL								
12/12/2022	Administrative & Intake Specialist	35	$ 25.6683	24,163.82	46,716.39	N/A	46,716.39	3,573.80
	TOTALS			**24,163.82**	**46,716.39**	**0.00**	**46,716.39**	**3,573.80**
51810 - OVERTIME				**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
51910 - FRINGE/F.I.C.A.							**0.00**	**0.00**
TOTALS				**177,956.09**	**263,626.07**	**883.00**	**264,509.07**	**20,234.94**
BUDGET TOTAL W/F.I.C.A							**284,744.01**	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 19 YOUTH & FAMILY SERVICES
2024-2025 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.IC.A)
	$ -		0.00	0
			0.00	
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			**0.00**	**0.00**

***ADDED TO FICA ON PERSONNEL WORKSHEET

INVENTORY UPDATE

EQUIPMENT AND VEHICLES in EXCESS OF $1,000

Department/Agency:

Equipment/Vehicles purchased or disposed

DESCRIPTION OF ITEM	DATE OF PURCHASE	COST	LOCATION
N/A			

Budgeted acquisition –

DESCRIPTION OF ITEM	DATE OF ESTIMATED PURCHASE	ESTIMATED COST
N/A		

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Youth and Family Services

LINE ITEM	2022-2023 ACTUAL	2023-2024 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants	$14,102	$ 14,103	$3,525.75	$14,000	0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
*BOE Stipend	$5,000	$5,000	$5,000	$5,000	0
					0
					0
					0
					0
					0
TOTALS	**$19,102**	**$19,103**	**$18,525.75**	**$19,000**	**0**

WATERFORD YOUTH SERIVES

FEE SCHEDULE

Program	Fee	Estimated Yearly Income	YTD
Afterschool Programs	$45	$7,875	$5,546

Waterford Youth Services Bureau Grant Funding*

Grant	22-23	23-24	24-25
DHMAS Local Prevention Council	$4,153	$4,153	$4,153
Gardiner Family Foundation (Donation)	$15,000	$15,000	$15,000
State Dept. of Education	$14,102	$14,103	$14,000
State Dept. of Education Youth Enhancement	$18,053	$16,657	$16,657
Summer Enrichment Grant	$6,750	$20,000	$20,000
United Way Grant	$5,000	$2,000	$2,000
Janssen Settlement	-	-	$48,529
Total Grant Funding	**$63,058**	**$71,913**	**$120,339**

*We continue to seek out alternative sources of funding and innovative opportunities, which permit us to sustain and / or "grow" programs and services.

Town of Waterford Youth & Family Services
Special Revenues Program* Staff

Seasonal / Occasional Position	Grade	**Average # Employees**	**Youth Services Program**
Seasonal Assistants	01	3-8	• Camp D.A.S.H. • Afterschool Camp • Parent / Caregiver Programs • Recess Programs
Camp Assistant	04	85	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs
Youth Services Assistant	10	5-10	• Camp D.A.S.H. • Afterschool Camp Activities • Weekend Programs • Recess Programs
Camp Director	11	5	• Camp D.A.S.H. • Afterschool Camp Activities • Recess Programs

*All positions listed have been vetted through the Personnel Review Board and Human Resources. None of the positions is contractual in nature and / or defined as "independent contractors."

Camp D.A.S.H. is an 8 week summer camp program, offered M-F from 7:30am-5:30pm. The camp (seasonally) employs approximately 85 people with each staff person engaging in 15-35 hours per week. Camp tuition payments subsidize all salaries, supplies, activities, and fringe benefits.

Camp D.A.S.H. inspired afterschool programs offered during the school year in 6-8 week cycles per program. Each afterschool program (seasonally) employs three staff. Program fees and grants subsidize salaries, supplies, activities, and fringe benefits.

Recess / special programs are often Camp D.A.S.H. inspired mini workshops and take place during the holidays or weekends. Based on need, each program (seasonally) employs 3-5 staff. Salaries are paid through grant funds. None of these positions exceeds 988 hours per year.

Mental Health Independent Contractor Backup **$5,000**

Background:

The Town of Waterford enters into contractual agreements with Master-level clinicians. The agreements are between the Town and the clinicians and detail the standards that exist for independent contractors and their roles as mental health providers. The contractors also provide the Town with their liability insurance at a level coverage that is set by the Town.

The number of clinicians contracted is based on the needs of the department/ Town. Contractors enter into 1-year agreements. The agreements are signed by the first selectmen based on recommendation from the Town attorney and Finance Director. The Human Services Administrator oversees the vetting of the clinician.

The **rate per hour** is negotiated between the contractor and Town and based on the clinician's licensing and years of experience.

Mental health services provided are identified as below:

- Individual Counseling
- Family Therapy
- Support Groups
- Crisis Interventions
- Risk Assessments
- Substance Use Assessments
- Mental Health Check-Ups

- The Licensed Clinical Social Worker (LCSW / the most senior clinician) is also contracted to provide supervision to the other clinicians, to ensure professional standards are met, and to review treatment plans. The LCSW also assigns cases and reviews files.
- The Licensed Professional Counselor (LPC) is also a contractor for the Youth and Family Services Department exclusively.

Mental Health Services at Senior Services

Clinician assigned to Youth and Family Services is Andrew Staunton, LCSW – Rate is $60 per hour individual counseling (45-minute sessions / 15 minutes for notetaking)

- 50 sessions x $60 per session = $3,000

Clinician assigned to Youth and Family Services is Dianne Brower, LPC – Rate is $50 per hour

- 40 sessions x $50 per session = $2,000

$5,000

Program Backup **$500**

Juvenile Review Board (JRB) – This prevention program is designed for first time juvenile offenders to divert them from court to a more community-based approach. The Waterford Juvenile Review Board is made up of members appointed by the chief of Police, Superintendent of Schools, and Human Services Administrator. Each appointee serves one year terms. The Waterford Board's outcomes are measured by the Department of Children and Families.

After school Tutoring Program to assist with academic progress

1 Contractor @ $25 per hour (average) x 20 hours

$

National Opioid Settlements

BROWN GREER DG Directing Administrator

JANSSEN SETTLEMENT AGREEMENT - ALLOCATION NOTICE

Payment Year: 1-4
Date of Notice: 10/13/2022
Deadline to Dispute Allocation: 11/3/2022
Expiration of 50 Days: 12/2/2022

Settling State	Connecticut

I. PAYMENT ALLOCATION DETERMINATION

This Notice is an official communication from the Directing Administrator of the National Opioid Settlements. A copy of this Notice has been sent to the Enforcement Committee and Janssen pursuant to Section V.B of the Janssen Settlement Agreement, dated as of July 21, 2021, as amended, between and among the Settling States, Janssen, and Participating Subdivisions (the "Janssen Settlement Agreement"). Ali capitalized terms used in this letter have the meanings ascribed to them in the Janssen Settlement Agreement.

Pursuant to Section V.B and Exhibit M of the Janssen Settlement Agreement, Connecticut's Total 2022 Janssen Payment amount is **$42,786,144.11,** which is broken down in Table **1** In Attachment 1 to this Allocation Notice.

As provided under Section VI.C of the Janssen Settlement Agreement, Connecticut has Instructed the Directing Administrator to calculate the Intrastate allocatio,ns pursuant to the national default. Using the default provisions, the Directing Administrator has allocated the Annual Payment as follows: (i) 15% to the State Fund, (ii) 70'1/o to the Abatement Accounts Fund, and (iii) 15% to the Subdivision Fund, to be paid directly to the Subdivisions per the allocation percentages provided In Exhibit G of the Janssen Settlement Agreement. Connecticut has further Instructed the Directing Administrato.r to allocate the Additional Restitution Amount in full to the State Fund. The intrastate allocations are Included as Attachment 1 to this Allocation Notice.

Undisputed amounts allocated to the State Fund, the Abatement Accounts Fund, and Subdivision Fund for Participating Subdivisions will be paid no later than the date that is 50 days after the date of this Allocation Notice.

II. YOUR RIGHT TO DISPUTE

Section V.B.5 of the Janssen Settlement Agreement provides that within twenty-one (21) calendar days of receiving notice any party may dispute the calculation of the amount to be received by a Settling State or Its Participating Subdivisions listed on Exhibit G as inconsistent with the terms of the Agreement. Written notice must be provided to the Settlement Fund Administrator, the Enforcement Committee, any affected Settling State, and Janssen identifying the nature of the dispute, the amount of money that is disputed, and the Settling State(s) affected.

A party. has until the Deadline to Dispute Allocation listed at the top of this Allocation Notice to deliver a written notification of dispute. The amounts listed in this Allocation Notice will be deemed accepted if the Directing Administrator has not received a party's dispute before midnight Eastern Time.on the deadline date. Submit your written request by email to DirectingAdministrator@NationalOploidOfficlaLSettlement.com.

Any party affected by the dispute may object to the notification of dispute. Depending on the nature of the dispute, contested disputes must be resolved in either the court that entered a state's Consent Judgment or the National Arbitration Panel. The Directing Administrator will not di burse any funds potentially affected.by a contested dispute until the dispute is resolved by the court or the National Arbitration Panel.

III. To ACCEPT PAYMENT

If you do not dispute the payment and you have previously created a Portal Account and completed your Payment Election Forms and W-9 Forms for purposes of the Distributor Settlement Agreement, no further action is needed. The Directing Administrator will begin issuing payments after the applicable deadlines have passed using the existing payment instructions. If you have not previously created a Portal Account, please do so and complete the Payment Election forms and W-9 Forms to create payment instructions for any Settlement Payments. If you wish to use different Payment Election Form or W-9 Form data for the Janssen Settlement Agreement, you may log In to the Portal and complete. new forms. **Keep your payment Instructions current in the Portal as the Directing Administrator will use these forms-to Issue settlement payments.**

IV. To REALLOCATE PAYMENT

If you wish to reallocate your portion of the allocation to another Participating Subdivision or the Abatement Accounts Fund, you may do so by completing the Direct Payment and Allocation Election screen on the Portal or by emailing DirectingAdministrator@NationalOpioidOffcialSettlement.com before the Deadline to Dispute Allocation included on the Allocation Notice, The Directing Administrator will not treat a reallocation request as a dispute.

Sincerely,

BrownGreer PLC
Directing Administrator
250 Rocketts Way
Richmond, VA 23231

National Opioid Settlements

BROWN GREER
Directing Administrator

ATTACHMENT 1 - JANSSEN 2022 PAYMENT ALLOCATIONS TO CONNECTICUT
(As of 10/13/2022)

TABLE 1: PAYMENT YEAR SUMMARY

		Payment 1 Base Amount	Payment 1 Additional Restitution	Payment 2 Base Amount	Accelerated Payment 3 Incentive Amount	Accelerated Payment 4 Base Amount	Accelerated Payment 4 Incentive Amount	Accelerated Payment 5 Base Amount	Accelerated Payment 5 Incentive Amount	TOTAL 2022 JANSSEN PAYMENT[1]
1.	**Total Allocation**	$3,781,125.52	$265,775.68	$8,821,442.32	$7,060,486.00	$3,474,249.98	$7,366,854.17	$3,516,985.64	$8,499,224.80	$42,786,144.11
2.	Allocation Method	National Default								
3.	15% to State Fund	$567,168.83	$265,775.68	$1,323,21635	$1,059,072.90	$521,137.50	$1,105,028.13	$527,547.85	$1,274,883.72	$6,643,830.95
4.	70% **to Abatement** Accounts Fund	$2,646,787.86	$0.00	$6,175,009.63	$4,942,340.20	$2,431,974.98	$5,156,797.92	$2,461,889.95	$5,949,45736	$29,764,257.90
5.	o,r.,to Subdivision Fund	$567,168.83	$0.00	$1,323,216.35	$1,059,072.90	$521,137.50	$1,105,028.13	$527,547.85	$1,274,883.72	$6,378,055.26

TABLE 2: ALLOCATION TO SUBDIVISIONS

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
1.	Andover Town	0.0513214640%	$291.08-	$679.09	$543.53	$834.57	$925.03	$3,273.30
2.	Ansonia City	0.5316052437%	$3,015.10	$7,034.29	$5,630.09	$8,644.78	$9,581.82	$33,906.08
3.	Ashford Town	0.1096965130%	$622.16	$1,451.52	$1,161.77	$1,783.85	$1,977.20	$6,996.50
4.	Avon Town	0.5494886534%	$3,II6.53	$7,270.92	$5,819.49	$8,935.60	$9,904.16	$35,046.70
5.	Barkhamsted Town	0.0620629520%	$352.00	$821.23	$657.29	$1,009.25	$1,II8.64	$3,958.41
6.	Beacon Falls Town	0.1953947308%	$1,108.22	$2,585.50	$2,069.37	$3,177.44	$3,521.86	$12,46'.Z.39
7.	Berlin Town	0.5215629385%	$2,958.14	$6,901.41	$5,523.73	$8,481.48	$9,400.82	$33,265.58
8.	Befuany Town	0.1039156068%	$589.38	$1,375.03	$1,100.54	$1,689.84	$1,873.01	$6,627.80
9.	Bethel Town	0.3522422145%	$1,997.81	$4,660.93	$3,730.50	$5,728.04	$6,348.92	$22,466.20

[1] Final payments to the individual Funds may vary by a total of+/"$0.01-$0.15 to account for adjustments due to rounding to the nearest cent in each of the Subdivision Payment 1-Payment 5 calculations.

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
10.	Bethlehem Town	0.0078647202%	$44.61	$104.07	$83.29	$127.89	$141.76	**$501.62**
11.	Bloomfield Town	0.4888368136%	$2,772.53	$6,46837	$5,177.14	$7,949.30	$8,810.95	**$31,178.29**
12.	Bolton Town	0.1520831395%	$862.57	$2,01239	$1,610.67	$2,473.12	$2,741.19	**$9,699.94**
13.	Bozrah Town	0.0582057867%	$330.13	$770.19	$616.44	$946.52	$1,049.12	**$3,712.40**
14.	Branford Town	0.8903816954%	$5,049.97	$11,781.68	$9,429.79	$14,479.08	$16,048.52	**$56,789.04**
15.	Bridgeport City	3.2580743095%	$18,478.78	$43,111.37	$34,505.38	$52,981.68	$58,724.56	**$207,801.77**
16.	**Bridgewater Town**	0.0118125935%	$67.00	$156.31	$125.10	$192.09	$212.91	**$753.41**
17.	Bristol City	1.3355768908%	$7,574.98	$17,672.57	$14,144.73	$21,718.69	$24,072.86	**$85,183.83**
18.	Brookfield Town	0.3087903124%	$1,751.36	$4,085.96	$3,270.31	$5,021.44	$5,565.73	**$19,694.80**
19.	Brooklyn Town	0.1880661562%	$1,066.65	$2,488.52	$1,991.76	$3,058.27	$3,389.76	**$11,994.96**
20.	**Burlington Town**	0.2348761319%	$1,332.14	$3,107.92	$2,487.51	$3,819.47	$4,233.48	**$14,980.52**
21.	Canaan Town	0.0343343640%	$194.73	$454.32	$363.63	$55833	$618.85	**$2,189.86**
22.	Canterbury Town	0.1354310071%	$768.12	$1,792.05	$1,434.31	$2,202.33	$2,441.05	$8,637.86
23.	Canton Town	0.2669011966%	$1,513.78	$3,531.68	$2,826.68	$4,340.26	$4,810.71	$17,023.11
24.	Chaplin Town	0.0523959290%	$297.17	$693.31	$554.91	$852.04	$944.40	**$3,341.83**
25.	Cheshire Town	0.9783113499%	$5,548.68	$12,945.18	$10,361.03	$15,908.96	$17,633.39	$62,397.24
26.	Chester Town	0.0772387574%	$438.07	$1,022.04	$818.01	$1,256.03	$1,392.18	**$4,926.3 3**
27.	**Clinton To\VD.**	0.5348726093%	$3,033.63	$7,077.52	*$5,664.69*	$8,697.91	$9,640.71	**$34,114.46**
28.	Colchester Town	0.6134395770%	$3,479.24	$8,117.13	$6,496.77	$9,975.54	$11,056.83	**$39,125.51**
29'.	Colebrook Town	0.0296870114%	$16838	$392.82	$314.41	$482.76	$535.09	**$1,893.46**
30.	**Columbia Town**	0.1005666237%	$57038	$1,330.71	$1,065.07	$1,635.38	$1,812.64	**$6,414.18**
31.	Cornwall Town	0.0486027928%	$275.66	$643.12	$514.74	$790.36	$876.03	**$3,099.91**
32.	Coventry Town	0.3460011479%	$1,962.41	$4,578.34	$3,664.40	$5,626.55	*$6,236.43*	**$22,068.13**
33.	Cromwell Town	0.4750451453%	$2,694.31	$6,285.88	$5,031.07	$7,725.02	$8,562.36	**$30,298.64**

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
34.	Danbury City	1.1556465907%	$6,554.47	$15,291.70	$12,239.14	$18,792.73	$20,829.74	$73,707.78
35.	Darien Town	0.6429649345%	$3,646.70	$8,507.82	$6,809.47	$10,455.67	$11,589.00	$41,008.66
36.	Deep River Town	0.0924563595%	$524.38	$1,223.40	$979.18	$1,503.49	$1,666.46	.$5,896.91
37.	Derby City	0.3503125449%	$1,986.86	$4,635.39	$3,710.07	$5,696.66	$6,314.14	$22,343.12
38.	Durham Town •	0.0079309232%	$44.98	$104.94	$83.99	$128.97	$142.95	$505.83
39.	East Granby Town	0.1455975170%	$825.78	$1,926.57	$1,541.98	$2,367.66	$2,624.30	$9,286.29
40.	East Haddam Town	0.3145696377"/o	$1,784.14	$4,162.44	$3,331.52	$5,115.42	$5,669.90	$20,063.42
41.	East Hampton Town	0.4637546663%	$2,630.27	$6,136.48	$4,911.50	$7,541.42	$8,358.86	$29,578.53
42.	East Hartford Town	1.2645454069%	$7,172.11	$16,732.67	$13,392.46	$20,563.60	$22,792.57	$80,653.41
43.	East Haven Town	0.8590923735%	$4,872.50	$11,367.65	$9,098.41	$13,970.26	$15,484.55	$54,793.37
44.•	EastL)'I)leTown	0.6375826296%	$3,616.17	$8,436.60	$6,752.46	$10,368.15	$11,491.99	$40,665.37
45.	East Windsor Town	0.2419743793%	$1,372.40	$3,201.84	$2,562.69	$3,934.90	$4,361.42	$15,433.25
46.	Eastford Town	0.0446651958%	**$25333**	$591.02	$473.04	$726.33	$805.06	$2,848.78
47.	Easton Town	0.1354961231%	$768.49	$1,792.91	$1,435.00	$2,203.39	$2,442.22	$8,642.01
48.	**Ellington Town**	0.4010047839%	$2,274.37	$5,306.16	$4,246.93	$6,521.00	$7,227.84	$25,576.30
49.	Enfield Town	0.9173431190%	$5,202.88	$12,138.43	$9,715.33	$14,917.52	$16,534.48	.$58,508.64
50.	Essex Town	0.1431870357%	$812.11	$1,894.67	$1,516.46	$2,328.46	-$2,580.85	$9,132.55
51.	Fakfield Town	1.4212308415%	$8,060.78	$18,805.96	$15,051.87	$23,111.57	$25,616.71	$90,646.89
52.	**Farmington Town**	0.6572091547%	$3,727.49	$8,696.30	$6,96032	$10,687.31	$11,845.75	$41,917.17
53_	Franklin Town	0.0446032416%	$252.98	$590.20	$472.38	$725.32	$803.94	$2,844.82
54.	Glastonbury Town	!.0420644550%	$5,910.26	$13,788.77.	$11,036.22	$16,945.69	$18,782.50	$66,463.44
55.	Goshen Town	0.0030464255%	$17.28	$40.31	$32.26	$49.54	$54.91	$194.30
56.	Granby Town	0.2928405247%	$1,660.90	$3,874.91	$3,101..39	$4,762.07	$5,278.25	$18,677.52
57.	**Greenwich Town**	1.5644702467%	$8,873.19	$20,701.33	$16,568.88	$25,440.88	$28,198.51	$99,782.79

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
58.	Griswold Town-	0.3865570141%	$2,192.43	$5,114.99	$4,093.92	*$6,286.06*	$6,967.43 -	**$24,654.83**
59.	Groton Town	1.4033874500%	$7,959.58	$18,569.85	$14,862.90	$22,821.40	$25,295.10	**$89,508.83**
60.	Guilford Town	0.8399392493%	$4,763.87	$11,114.21	$8,895.57	'$13,658.80	$15,139.33	**$53,571.78**
61.	Haddam Town	0.0151716553%	**$86.05**	$200.75	$160.68	$246.72	$273.46	***$967.66***
62.	Hamden Town	1.7724359413%	$10,052.70	$23,453.16	$18,771.39	$28,822.74	$31,946.94	**$113,046.93**
63.	Hampton Town	0.0429454985%	$243.57	*$56826*	$454.82	$698.36	$774.06	**$2,739.07**
64.	Hartford City	5.3268549899%	$30,21226	$70,485.82	*$56,41528*	$86,623.48	$96,012.92	**$339,749.76**
65.	Hartland Town	0.0359782738%	$204.06	$476.07	$381.04	$585.07	$648.48	**$2,294.72**
66.	**Harwin.ton Town**	0.0126363764%	$71.67	*$16721*	**$133.83**	$205.49	$227.76	**$805.96**
67.	**Hebron Town**	0.1593443254%	$903.75	$2,108.47	$1,687.57	$2,59120	. $2,872.07	**$10,163.06**
68.	**Kent Town**	0.0835899976%	$474.10	$1,106.08	$885.28	$1,359.31	$1,506.65	**$5,331.42**
69.	Killingly Town	0.6116898413%	$3,469.31	$8,093.98	$6,47824	$9,947.09	$11,025?9	**$39,013.91**
70.	K.illin,,aworth Town	02652963170%	$1,504.68	$3,510.44	$2,809.68	$4,314.16	$4,781.78	**$16,920.74**
71.	Lebanon Town	02746607824%	$1,557.79	$3,634.36	$2,908.86	$4,466.44	$4,950.57	**$17,518.02**
72.	Ledyard Town	0.5514380850%	$3,127.58	$7,296.72	$5,840.13	$8,967.30	*$9,93929*	**$35,171.02**
73.	**Lisbon Town**	0.1156355161%	$655.85	$1,530.11	$1,224.66	$1,880.43	$2,08425	**$7,375.30**
74.	Litchfield Town	0.3481982974%	$1,974.87	$4,607.42	$3,687.67	*$5,6622&*	$6,276.04	**$22,208.28**
75.	Lyme Town	0.0023141411%	$13.13	$30.62	$24.51	$37.63	$41.71	**$147.60**
76.	Madison Town	0.7594223560%	$4,30721	$10,048.80	$8,042.84	$12,349.47	$13,688.07	**$48,436.39**
77.	Manchester Town	1.3929765818%	. $7,900.53	$18,432.09	$14,752.64	$22,652.11	$25,107.45	**$88,844.82**
78.	Mansfield Town	0.3058754037%	$1,734.83	$4,047.39	$3,239.44	$4,974.04	$5,513.19	**$19,508.89**
79.	Marlborough Town	0.0766010346%	$434.46	$1,013.60	$811.26	$1,245.66·	$1,380.68	**$4,885.66**
80.	Meriden City	1.8508778149%	$10,497.60,	$24,491.l:2	$19;602.15	$30,098.34	$33,360.81	**$118,050.02**
81.	Middlebtiry Town	0.0276033951%	$156.56	*$36525*	$292.34	**$,448.88**	$497.53	$1,760.56•

National Opioid Settlements

BROWN GREER
Directing Administrator

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
82.	M:iddlefield Town	. 0.00756275554%	$42.89	$100.07	$80.10	$122.98	$136.31 **$136.31**	$482.35 $482.35
83.	M:iddletown City	1.5343128975%	$8,702.14	$20,30228	$16,249.49	$24,950.47	· $27,654.94	$97,859.32
84.	Milford City	1.8215679630%	$10,331.37	$24,103.29	$19,291.73	$29,621.71	$32,832.52	$116,180.62
85.	**Monroe Town**	0.4307375445%	$2,443.01	$5,699.59 •	$4,561.82	$7,004.51	$7,763.75	$27,472.68
86.	Montville Town	0.5806185940%	$3,293.09	$7,682.84	$6,149.17	$9,441.82	$10,46525	$37,032.17
87.	Moms Town	0.0099785725%	$56.60	$132.04	$105.68	$16227	$179.86	$636.45
88.	Naugatuck Borough	1.0644527326%	$6,037.24	$14,085.01	$11,273.33	$17,309.76	$19,186.03	$67,891.37
89.	New Britain City	1.5740557511%	$8,927.55	$20,828.16	$16,670.40	$25,596.75	$28,37128	$100,394.14
90.	**New Canaan Town**	0.6136187204%	$3,48025	$8,119.50	$6,498.67	$9,978.46	$11,060.06	$39,136.94
91.	NewFamie]d Town	0.296203"0448%	$1,679.97	$3,919.41	$3,137.01	$4,816,75	$5,338.86	$18,892.00
92.	New Hartford Town	0.1323482193%	$750.64	$1,75125 .	$1,401.66	$2,15220	$2,385.49	$8,44124
93.	New Haven City	5.8061427601%	$32,930.63	$76,827.83	$61,491.28	$94,417.50	$104,651.75	$370j18.99
94.	New London City	1.0536729060%	$5,976.10	$13,942.37	$11,159.16	$17,134.47	$18,991.73	$67,203.83
95.	New M:ilfurd Town	1.0565475001%	$5,992.41	$13,980.41	$11,189.61	$17,181.21	$19,043.55	$67,387.19
96.	**Newington Town**	0.7132456565%	$4,045.31_	$9,437.78	$7,553.79	$11,598.56	$12,855.76	$45,491.20
97.	Newtowo Town	0.5964476353%	$3,382.87	$7,89229	$6,316.82	*$9,69923*	$10,750.56	$38,041.77
98.	Norfolk Town	0.0442819100%	$251.15	$585.95	$468.98	$720.10	$798.15	$2,824.33
99.	North Branford Town	0.4795791623%	$2,720.02	$6,345.87	$5,079.09	$7,798.75	$8,644.09	$30,587.82
100.	North Canaan Town	0.0913148022%	$517.91	$1,20829	$967.09	• $1,484.93	$1,645.89	$5,824.11
101.	North Haven Towo	0.7922543069%	$4,493.42	$10,483.24	$8,390.55	$12,883.37	$14,279.84	$50,530.42
102.	North Stonin,,oton Town	0.1803885830%	$1,023.11	$2,386.93	$1,910.45	$2,933.42	$3,251.38	$11,505.29
103.	Norwalk City	!.5918210823%	$9,02831	$21,063.24	$16,858.55	$25,885.65	$28,691.49	$101,527.24
104.	Norwich City	!.1639182124%	$6,601.38	$15,401.16	$12,326_74	$18,927.24	$20,978.83	$74,235.35
105.	Old Lyme Town	0.0247921386%	$140.61	· $328.05	$26257	$403.16	$446.86	$1,581.25

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
106.	Old Saybrook Town	0.4181170767%	$2,371.43	$5,532.59	$4,428.16	$6,799.28	$7,536.27	**$26,667.73**
107.	**Orange Town**	03683598812%	$2,089.22	$4,874.20	$3,901.20	$5,990.14	$6,639.43	**$23,494.19**
108.	Oxford Town	039551279940/0	$2,243.23	$5,233.49	$4,188.77	$6,431.69	$7,128.85	**$25,226.03**
109.	Plainfield Town	0.5352043161%	$3,035.51	$7,081.91	$5,668.20	**$8,70331**	$9,646.69	**$34,135.62**
110.	Plainville Town	0.3937549612%	$2,233.26	$5,210.23	$4,170.15	$6,403.11	$7,097.16	**$25,113.91**
111.	Plymouth Town	0.4213382978%	$2,389-.70	$5,575.22	$4,462.28	$6,851.66	$7,59433	**$26,873.19**
112.	Pomfret Town	O.ll74722050%	$666.27	$1,554.41	$1,244.12	$1,910.29	$2,11736	**$7,492.45**
113.	Portland Town	0.3205523149%	$1,818.07	$4,241.60	$3,394.88	$5,212.71	$5,777.74	**$20,445.00**
114.	Preston Town	0.1319895374%	$748.60	$1,746.51	$1,397.87	$2,146.37	$2,379.02·	**$8,418.37**
115.	Prospect Town	0.3056173107%	$1,733.37	$4,043.98	$3,236.71	$4,969.84	$5,508.54	**$19,492.44**
116.	Putnam Town	0.2953254103%	$1,674.99	$3,907.79	$3,127.71	$4,802.48	$5,323.04	**$18,836.01**
117.	**Redding To-wn**	0.1726435223%	$979.18	$2,284.45	$1,828.42	$2,807.47	$3,111.78	**$11,011.30**
118.	Ridgefield Town	0.6645173744%	$3,768.94	$8,793.00	$7,037.72	$10,806.15	$11,977.47	**$42,383.28**
119.	Rocky Hill Town	0.3929175425%	$2,228.51	$5,199.15	$4,161.28	$6,389.49	$7,082.07	**$25,060.50**
120.	Roxbury Town	0.0037924445%	$21.51	$50.1&	$40.16	$61.67	**$68.36**	**$241.88**
121.	Salem Town	0.1075219911%	$609.83	$1,422.75	$1,138.74	$1,748.49	$1,938.01 ·	**$6,857.82**
122.	Salisbury Town	0.1052257347%	$596.81	$1,392.36	$1,114.42	$1,711.14	$1,896.62	**$6,711.35**
123.	Scotland Town•	0.0395212218%	$224.15	$522.95	$418.56	$642.68	$712.34	**$2,520.68**
124.	Seymour Town	0.5301171581%	$3,006.66	$7,014.60	$5,614.33	$8,620.58	$9,555.00	**$33,811.17**
125.	Sharon Town	0.0761294123%.	$431.78	$1,007.36	$806.27	$1,237.99	$1,372.18	**$4,855.58**
126.	Shelton Cify	0.5601099879%	$3,176.77	$7,411.47	$5,931.97	$9,108.32	$10,095.60	**$35,724.13**
127.	Sherman Town	0.0494382353%	$280.40	$654.17	$523.59	$803.95	$891.09	**$3,153.20**
128.	Simsbury Town	0.6988446241%	$3,963.63	$9,247.23	$7,401.27	$11,364.37	$12,596.20	**$44,572.70**
129.	**Somers Town**	0.2491740063%	$1,413.24	$3,297.11	$2,638.93	$4,051.98	$4,491.19	**$15,892.45**

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
130.	South Wmdsor Town	0.7310935932%	$4,146.53	$9,673.95	$7,742.81	**$11,888.79**	$13,177.46	**$46,629.54**
131.	Southbury Town	0.0581965974%	$330.07	$770.07	$616.34	$946.37	$1,048.95	**$3,711.80**
132.	Southington Town	0.9683065927%	$5,491.93	$12,812.79	$10,255.07	$15,74627	$17,453.06	**$61,759.U**
133.	**Sprague Tov.rn**	0.0874709763%	$496.11	$1,157.43	$926.38	$1,422.42	$1,576.60	**$5,578.94**
134.	Stafford Town	0.3388202949%	$1,921.68	$4,48333	**$3,58835**	$5,509.78	$6,107.00	**$21,610.14**
135.	Stamford City	2.90703955 89%	$16;487.82	$38,466.42	$30,787.67	$47,273.28	$52,397.40	**Sl85,4U.59**
136.	**Sterling Town**	0.0949826467%	$538.71	$1,256.83	$1,005.94	$1,544.58	$1,712.00	**$6,058.06**
137.	Stonington Town	0.5576891315%	$3,163.04	$7,379.43	$5,90633	$9,068.95	$10,051.96	**$35,569.71**
138.	Stratford Town	0.9155695700%	$5,192.83	$12,114.97	$9,696.55	$14,888.68	$16,502.51	**$58,395.54**
139.	Suffield Town	03402792315%	$1,929.96	$4,502.63	$3,603.81	$5,533.50	**$6,133.30**	**$21,703.20**
140.	Thomaston Town	02664061562%	$1,510.97	$3,525.13	$2,821.44	$4,33221	$4,801.79	**$16,991.54**
141.	Thompson Town	02673479187%	$1,516.31	$3,537.59	$2,831.41	$4,347.52	$4,818.76	$17,051.59
14?	Tolland Town	0.4342020371%	$2,462.66	$5,745.43	$4,598.52	$7,060.84	$7,826.19	**$27,693.64**
143.	**Torrington City**	1.3652460176%	$7,743.25	$-18,065.16	$14,458.95	$22,201.16	$24,607.63	**$87,076.15**
144.	Trumbull Town	0.7617744403%	$4,320.55	$10,079.92	$8,067.75	$12,387.71	$13,730.46	**$48,586.39**
145.	**Union Town**	0.0153941764%	$87.31	$203.70	$163.04	$250.33	$277.47	**$981.85**
146.	**Vernon Town**	0.7027162157%	$3,985.59	$9,298.46	$7,442 ?8	$11,427.33	$12,665.98	**$44,819.64**
147.	Voluntown Town	0.0733181557%	$415.84	$970.16	$776.49	$1,19227	$1,321.51	$4,676.27
148.	Wallingford Town	1.5350353996%	$8,70624	$20,311.84	$16,257.14	$24,96222	$27,667.96	$97,905.40
149.	**Warren Town**	0.0489758024%	$277.78	$648.06	$518.69	$796.43	$882.76	$3,U3.72
150.	Washington Town	0.1553517897%	$881.11	$2,055.64	$1,64529	$2,52628	- $2,800.11	**$9,908.43**
151.	Waterbury City	4.6192219654%	$26,198.79	$61,122.30	$48,920.93	$75,116.20	$83,25831	**$294,616.53**
152.	Waterford Town	0.7608802056%	$4,315.48	$10,068.09	**$8,058.28**	$12,373.17	$13,714.34	**$48,529.36**
153.	**Watertown Town**	0.6868118808%	$3,895.38	$9,088.01	$7,273.84	$11,168.70	$12,379.31	**$43,805.24**

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
154.	West Hartford Town	1.6216697477%	$9,197.61	$21,458.20	$17,174.66	·s26,311.04.	$29,229.49	$103,431.00
155.	West Haven City	1.4026972589%	$7,955.66	$18,560.72	$14,855.59	$22,810.18	$25,282.66	$89,464.81
156.	Westbrook Town	0.2586999280%	$1,46727	$3,423.16-	$2,739.82	$4,206.89	$4,662.89	$16,500.03
157.	**Weston Town**	0.3664201329%	$2,07822	$4,848.53	$3,880.66	$5,958.60	$6,604.47	$23,370.48
158.	Westport Town	0.8921084083%	$5,059.76	$11,804.52	$9,448.08	$14,507.16	$16,079.64	$56,899.16
159.	Wethersfield Town	.0.6208707168%	$3,521.39	$8,215.46	$6,575.47	$10,096.39	$11,190.77	$39,599.48
160.	**Willington Town**	0.0975268185%	$553.14	$1,290.49	$1,032.88	$1,585.95	$1,757.85	$6,220.31
161.	Wilton Town	0.6378099925%	$3,617.46	$8,439.61	$6,754.87	$10,371.85	·sll,496.09	$40,679.88
162.	**Winchester Town**	0.3760305376%	$2,132.73	$4,975.70	$3,982.44	$6,114.88	$6,777.6?	$23,983.44
163.	Windham Town	J,0108949901%	$5,733.48	$13,376.33	$10,706.11	$16,438.83	$18,220.69	$64,475.44
164.	Windsor Locks Town	0.3174167624%	$1,800.29	$4,200.11	$3,361.67	- $5,161.72	$5,721.22	$20,245.01
165.	Windsor Town	0.7548324123%	$4,281.17	$9,988.07	$7,99423	$12,274.83	$13,605.34	$48,143.64
166.	Wolcott Town	0.5443693820%	$3,087.49	$7,203.18	$5,76527	$8,852.35	$9,811.89	$34,720.18
167.	**Woodbridge Town**	02435300513%	$1,38123	$3,222.43	$2,579.16	*$3,96020*	$4,389.46	$15,532.48
168.	Woodbmy Town	0.3411988605%	$1,935.17	$4,514.80	$3,61304	$5,548.46	$6,149.88	$21,761.85
169.	Woodmont Borough	0.01731594i2%	.$9821	$229.13	$18339	$281.59	$312.11	$1,104.43
170.	Woodstock Town	0.1817110623%	.$1,030.61	$2,404.43	$1,924.45	$2,954.92	$3,275.22	$11,589.63
171.	TOTALS	100.0000%	$567,168.83	$1,323,216.38	$1,059,072.84	$1,626,165.60	$1;802,431.48	$6,378,055.13

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10135** **SENIOR CITIZEN COMMISSION**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	125,168	147,169		68,426	161,515	161,515	14,346	9.75%
51210	CLERICAL/TECHNICAL	225,701	234,870	(900)	137,465	216,499	216,499	(18,371)	-7.82%
51635	INSTRUCTORS	23,852	31,236		12,698	35,495	35,495	4,259	13.63%
51810	OVERTIME	5,003	983		1,582	983	983	0	0.00%
51920	FICA	28,344	31,691	900	16,881	31,709	31,709	18	0.06%
	SUBTOTAL	**408,068**	**445,949**	**0**	**237,052**	**446,201**	**446,201**	**252**	**0.06%**
SERVICES									
52010	ADVERTISING	0	200		0	0	0	(200)	-100.00%
52020	POSTAGE	1,329	1,575		594	1,000	1,000	(575)	-36.51%
52030	PROFESSIONAL SERVICES	1,560	0		0	6,360	6,360		
52039	ADA SERVICES	0	450		0	450	450	0	0.00%
52040	SVC. CONTRACTS & REPAIRS	16,119	12,448		5,773	2,236	2,236	(10,212)	-82.04%
52050	DUES, CONF & EDUCATION	869	690		110	280	280	(410)	-59.42%
52130	PHYSICAL EXAMINATIONS	1,157	2,216		561	1,188	1,188	(1,028)	-46.39%
52380	PROGRAMS	1,765	2,650		1,166	1,642	1,642	(1,008)	-38.04%
	SUBTOTAL	**22,799**	**20,229**	**0**	**8,204**	**13,156**	**13,156**	**(7,073)**	**-34.96%**
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	507	400		172	44	44	(356)	-89.00%
53020	OTHER SUPPLIES	2,848	2,959		1,510	1,925	1,925	(1,034)	-34.94%
53070	AUTO REPAIRS	1,658	1,729		1,728	1,562	1,562	(167)	-9.66%
53080	AUTO MAINTENANCE	0	1,395		0	1,562	1,562		
53090	FUELS & LUBRICANTS	6,905	10,713		3,505	10,388	12,300	(325)	-3.03%
	SUBTOTAL	**11,918**	**17,196**	**0**	**6,915**	**15,481**	**17,393**	**(1,715)**	**-9.97%**
EQUIPMENT									
54020	FITNESS EQUIPMENT	0	0		0	1,292	1,292	1,292	
54030	KITCHEN EQUIPMENT	101	120		28	3,806	3,806	3,686	3071.67%
54050	AUTOMOTIVE EQUIPMENT	1,967	1,137		1,078	1,312	1,312	175	15.39%
	SUBTOTAL	**2,068**	**1,257**	**0**	**1,106**	**6,410**	**6,410**	**5,153**	**409.94%**
DEPARTMENT TOTAL		**444,853**	**484,631**	**0**	**253,277**	**481,248**	**483,160**	**(3,383)**	**-0.70%**

Town of Waterford Senior Services

FY 25 Budget ~ 10135
Senior Citizen Commission

Prepared by Dani Gorman, MS, Director
Presented on behalf of the Senior Citizen Commission
Carol Sanders, Chairperson

FY25: $**481, 248.00**

FY 24: $481,908.00

Senior Citizens Commission
Proposed Fiscal Year 2025 Budget

CONTENTS

Duties and Responsibilities of the Senior Services Department 3
Duties to Restrain Budgetary Growth... 4
2023Annual Report 5
Personnel Costs
- Administration (51110) 6
- Clerical/Technical (51210) 6
- Instructors (51635) 7
- Overtime (51810)... 7
- FICA (51920) 7

Services
- Advertising (52010) 8
- Postage (52020) 8
- Professional Fees (52030)... 8
- ADA (52039) 9
- Service Contracts and Repairs (52040) 9
- Dues, Conferences, and Education (52050) 10
- Physical Examinations (52130) 10
- Programs (52380) 11

Materials and Supplies
- Office Supplies (53010) 11
- Other Supplies (53020) 12
- Auto Repairs (53070) 12
- Fuels and Lubricants (53090) 13

Equipment
- Fitness Equipment (54020) 13
- Kitchen Equipment (54030) 14
- Automotive Equipment (54050) 14

Personnel Worksheet 15
Fringe Benefit Worksheet 15
Proposed Revenue – General Fund 16
Proposed Revenue – Special Revenue 16
Budget Backup... 18

To: Board of Selectmen, Board of Finance, Representative Town Meeting
From: Dani Gorman, Human Services Administrator
Re: Duties and Responsibilities of the Senior Services Department
Date: December 4, 2023

For over 3 decades, the Senior Services Department has committed itself to enhancing the lives of its older residents and maximizing opportunities that promote their well-being and independence. In the department's history, there has been no other year of expansion like 2022-2023. As we pushed past the years the pandemic nearly silenced the department, we entered a new era of reawakening; a time in which seniors returned to programs to re-engage with others and, for so many, enjoy life again.

Since its inception, Senior Services has sought to be the central place for gathering with friends, fitness, enrichment and connectivity on many levels. While the mission has remained the same, the department has steadily matured to meet the ever-growing needs of its consumers. From offering mental health services to assisting older residents and their loved ones navigate through life's important decisions, Senior Services has become a source of reassurance and support for many residents. Additionally the department trended forward with the implementation of online payments, online registrations, surveying consumers, and measuring its successes through a variety of data collection platforms. By collecting surveys and using data, we have had the capacity to, with pinpoint accuracy, know what our consumers enjoy as well as what needs to be revised. These practices reaffirm our commitment to being consumer-driven, fiscally responsible and responsive.

For Fiscal Year 2025, our request remains conservative with a focus on the growing needs of our consumers and the increasing number of older residents who have made Waterford their home for decades. On behalf of the Senior Citizens Commission, I respectfully submit the department's Fiscal Year 2025 budget presentation which reflects a 1 percent budget increase.

To: Board of Selectmen, Board of Finance, Representative Town Meeting

From: Dani Gorman, Human Services Administrator

Re: Duties to Restrain Fiscal Spending

Date: December 4, 2023

The Senior Services budget represents a small budget decrease of 1 percent.

In preparing the FY25 presentation, we prepared as follows:

- Reviewed the data gathered from our online platforms that track registrations, numbers of participants, waiting lists, satisfaction, and, whenever possible, measuring outcomes;

- A budget discussion with the Senior Citizens Commission that permitted the department staff to gather feedback, perspective, and guidance;

- Discussions with staff and instructors about consumer needs, trends, and workloads.

Based on these meetings and discussions, the following highlights are provided:

51000

- The Human Services Administrator (HSA) and Coordinator (HSC) have salaries that are shared. For the HSA it is a 50 / 50 shared cost with the Youth and Family Services Department. For the HSC it is a 40 / 60 shared cost with the Youth and Family Services (YFS) department assuming 60 percent of the salary due to the Waterford Community Food Bank falling within the (YFS) department's oversight.

- In the clerical line, hours were added for enrollment clerk due to the high demand for social / human services. This position will directly assist the HSA and HSC with the high volume of data entry and paperwork required for the administration of state and federal programs like; energy assistance and renter's rebate.

- Also in the clerical line is an increase in the number of hours for drivers due to the high

demand for transportation. Waterford has an aging population that is surrendering their driver licenses. By utilizing the transportation services, our older residents are able to safely maintain their independence without significant disruptions to them or their loved ones.

- We also propose an increase in the number of hours for program instructors and assistants who can manage multiple roles such as helping in the cafe. While this is an increase in this line, a decrease should be noted in the elimination of the substitute café manager which has historically been a challenging position to fill.

52000

- Decreases are proposed in Advertising (eliminated), Postage, Shared / Non-Shared Contracts and Repairs. It should be noted that the cost for mental health services is now placed in the Professional Fees lines (a new line appearing in the Senior Services' budget). Additionally reductions were also made in Dues, Conferences and Education as well as, Physicals and Background Checks.

53000

- Decreases are proposed in Office Supplies and Other Supplies due to the use of newer vendors who had lower pricing.

Additionally, it is important to note that salary increases reflected in the budget are defined by collective bargaining agreements with the Town.

For increases, explanations are provided in the body of the budget with backup information included as attachments at the end of the budget.

WATERFORD SENIOR SERVICES

Annual Report

2023

Waterford Senior Services
24 Rope Ferry Rd, Waterford, CT 06385
860.444.5839

TABLE OF CONTENTS

01 **MESSAGE FROM DANI**
Human Service Administrator

02 **MESSAGE FROM TERRY**
Assistant Director

03 **MEET OUR TEAM & COMMISSION**

04 **PROGRAM IMPACT**

05 **HUMAN SERVICES**

06 **MEDICARE & AARP**

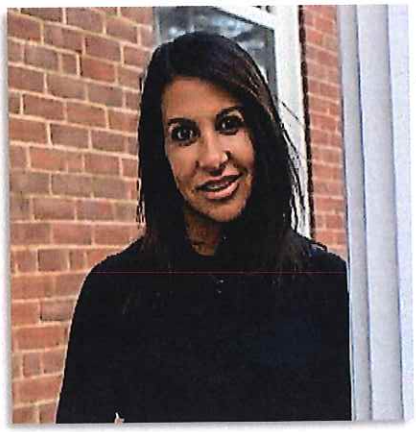
07 **MEALS ON WHEELS AND CAFÉ PROGRAMS**

08 **COMMUNITY INVOLVEMENT**

09 **OUR VOLUNTEERS**

10 **TRANSPORTATION**

11 **VOICES OF OUR SENIORS**



A MESSAGE FROM DANI GORMAN

Human Services Administrator

Dear Friends;
Our 2023 Annual Report represents a year of immense growth. As we moved beyond the years impacted by the pandemic shutdowns, we found 2023 to be a year of renewal, comeback, and reassurance. The steady leadership of the Senior Citizens Commission not only led the department through a period of transition, but inspired the staff to reinvest in the principles the department was founded on three decades ago. While some of the staff changed, the commitment to older adults that has defined the Senior Services department since its inception remained determined to provide exceptional programs and services.

In fiscal year 2023, a blend of longtime popular programs and new ones set the stage for a surge in participation levels throughout the year. Waterford's older residents returned to the center for fitness, enrichment, morning coffees, lunches with friends, pop-up socials, and a wide variety of other programs. A movie and popcorn matinee was one of our fastest growing programs while support groups that focused on caregiving and bereavement had meaningful impacts on those seeking comfort. We launched online registrations, credit card payments, and data collection tools to measure consumer satisfaction and outcomes. Participation with our trips, near and far, returned to pre-pandemic levels and seniors enjoyed lunchtime visits to local eateries, walks at Harkness Park and our annual Senior Picnic at Waterford Beach. While programs flourished, we also ushered in services that helped seniors and their loved ones navigate through some of life's important decisions. The department's leadership team assisted over two hundred seniors with a variety of programs like; Medicare, renter's rebate, energy assistance, and nutrition to list a few. Finally, our outstanding transportation services and drivers traveled hundreds of miles in 2023 to make sure residents got to their desired destinations safely and free of worries. They should be applauded for their commitment to seniors and making sure that our vans remained on the roads without any disruptions in service.

It is truly an honor for me to present our 2023 Annual Report for your review and reflection. It not only highlights our programs and services, but casts a spotlight on the exceptional work of the staff, commission and volunteers. On behalf of everyone at Waterford Senior Services, I respectfully submit our 2023 Annual Report.

A MESSAGE FROM TERRY WHEELER

Assistant Director

"Aging is not 'lost youth' but a new stage of opportunity and strength." – Betty Friedan

Waterford Senior Services connects older adults to vital community events, programs, meals and information that can help them stay healthy and independent. Senior Services is a designated focal point for delivery of Older Americans Act services—allowing older adults in Waterford to access multiple services in one place. The Older Americans Act (OAA) was passed in 1965 as part of President Johnson's "Great Society" initiative with the goal of supporting older Americans to live at home and in the community with dignity and independence for as long as possible.

Our programs prove to be a place where seniors can make connections to combat the effects of isolation. Having a social community has been associated with better health outcomes, higher levels of activity, and more positive moods for older adults. On top of that, having a social network can also provide seniors with a sense of purpose and a support system in the event of loss or health issues.

Research has shown that older adults with an active lifestyle are less likely to develop certain diseases. Participating in hobbies and other social activities may lower risk for developing some health problems, including dementia, heart disease, stroke, and some types of cancer. Our programming utilizes a fun approach to positive aging by focusing on key aspects of health, finances, relationships, personal growth, and community involvement.

MEET OUR TEAM

DANI GORMAN
Human Services Administrator

TERRY WHEELER
Assistant Director

HEIDI MCSWAIN
Human Services Coordinator

MEAGHAN LINEBURGH
Senior Services Assistant

JENNIFER BRACCIALE
Program Instructor

MICHAEL BUSCETTO IV
Support Technician

BARRY NESITAT
Café Manager

JAMIE REAGAN
Custodial Staff

VAN DRIVERS
Jay Wheeler, Tricia Duford, Ruth Menghi
Not Pictured: Colleen Lineburgh, John Fascarelli and Lou Montalvo,

MEET OUR COMMISSION

Name	Position Held
Carol Sanders	Chair
Kathleen A. McNamara	Co-Vice Chair
Joyce M. Vlaun	Co-Vice Chair
Richard Beaney	Member
Anita M. Collins	Member
Anne Darling	Member
Dina Lopes	Member
Daniel Rissi, MD	Member

PROGRAM IMPACT

Healthy Aging Fitness Classes: Older adults are at higher risk for chronic health problems like diabetes, osteoporosis, and Alzheimer's disease. In addition, 1 in 3 older adults fall each year and falls are a leading cause of injury for this age group (Centers for Disease Control and Prevention, 2017.) Physical activity can help older adults prevent both chronic disease and fall-related injuries. While the risk of falling or developing disease can't be completely avoided our exercise programs address the health issues most concerning to older adults.

Mindful Meditation: in FY2023 we introduced a Mindful Meditation class to improve senior's cognitive function and general mood and reduce difficult emotional states like loneliness, depression, anxiety and stress.
33 participants in the full inaugural class.

Programs	Participation Numbers
Pickleball	217
Movies *	196
Socials	206
Out to Lunch	41
Luncheons	548
Arts and Crafts	92
Trips	106
Senior Picnic	101
Lunch and Learns	95
BINGO	1,049
BINGO Lunch	121
Games	73
Bunco	24
Fitness Programs †	560
Dance Programs ‡	128
Mindful Meditation	33
Total	**3590**

* 11 movies shown..
† 8 Fitness classes per quarter totaling 32 programs for the year.
‡ 3 Dance programs per quarter totaling 12 programs for the year.

Dance-Exercise Programs: Our dance classes offer an enjoyable way to increase energy levels, prevent disease, improve cognitive function, and increase social engagement opportunities. We had three classes and 128 participants

Our Bingo program had 1,049 guests in FY2023.
Our Bunco program had 24 guests every Friday.

Arts and Crafts Class: Along with being fun our arts and crafts classes also increase coordination, boost mental and brain health, foster relationship-building, and facilitate personal growth. We had 92 participants in our art classes, each class was full.

Program Highlights:
Pickleball: 217 participants
Active older adults are especially drawn to the fun sport: The SFIA report notes that among the 1.4 million "core" participants — defined as those who play at least eight times a year — 60 percent are 55 or older and more than 33.7 percent are 65 or older.
Pickleball Benefit #1: You'll Lower Your Risk of Heart Disease
Pickleball Benefit #2: You'll Cut Your Risk of Depression
Pickleball Benefit #3: You'll Get Hooked on Exercise
Pickleball Benefit #4: You'll Socialize More—and Feel Less Lonely
Pickleball Benefit #5: You May Stay Independent Longer

HUMAN SERVICES

Renters' Rebate
175 applications
Total grants $86,649
Average grant amount $495.00

Energy Assistance
204 Households
Grants ranging from $150 (heat included in rent) to $1,890.00 towards main heating source

Farmer's Market Coupons
98 Residents received total of $2,352

Endowment Fund
12 Households assisted
$6,730 in total grants

Emergency Food & Shelter Grant
7 Households assisted with utilities
$2,500 in total grants

Client Emergency Fund
10 Households assisted
$6,958 in total grants

Mental Health Services:
In the past year, Senior Services introduced mental health support for seniors, including individual counseling and support groups. Seniors, especially since the pandemic, sought help for issues like depression, grief, serious illness, and OCD. The demand for individual counseling surpassed expectations, and our support groups for "Loss of a Loved One" and "Caregiver Support" filled up quickly.

Veterans:
Our commitment to serving Veterans remains strong. We've expanded our support with more coffeehouses featuring speakers and resources. The town's monthly coffeehouse at Filomena's Restaurant, the largest in the region, provides over seventy Veterans with a free breakfast and coffee. Additionally, one other coffeehouses is hosted in living complex, where a licensed clinical social worker, also a Korean War Veteran, assists with navigating the Veterans Affairs system and emotional well-being. Veterans also receive case management services, re-housing, food, enrichment programs, and transportation support.

Other Services provided:
Housing Assistance/Relocation, SNAP benefits, Home Care for Elderly, DSS Benefits, Handicap Resources, Home Repairs, Phone/Internet assistance,

MEDICARE & AARP

Medicare

Our partnership with Senior Resources is a valuable resource for Waterford's senior residents. We provide certified CHOICES Medicare counselors who offer free, unbiased one-on-one Medicare benefits counseling with a CT CHOICES certified counselor every week. We also assist with Medicare Savings Program applications.

To ensure our seniors are well-informed, we conduct an Introduction to Medicare workshop four times a year, particularly for those who are new to Medicare. As we approach the busy fall Open Enrollment period, during which seniors can change or update their Medicare health and drug coverage, we offer one-on-one appointments and Open Enrollment workshops. These sessions help seniors review their coverage and compare their options.

In the spring, we hosted an all-day Boost Your Budget Workshop. This workshop was designed to help seniors assess their eligibility for additional benefits, such as prescription, food, or housing assistance, which can help them enhance their financial well-being. At Waterford Senior Services, we are dedicated to ensuring that our seniors receive the support and information they need to make the most informed decisions regarding their Medicare coverage.

AARP

Twice a year Waterford seniors can join our AARP Smart Driver Course to refresh driving skills for today's roads and become eligible for savings on their auto insurance.

This year 320 seniors had their taxes prepared by trained AARP Tax-Aide volunteers. A free tax counseling and preparation service

MEALS ON WHEELS AND CAFÉ PROGRAMS

Meals on Wheels

Meal Type	Units
Cold	995
Emergency	147
Frozen	3241
Holiday	96
Hot	4713
Total Meals Served	**9192**

Café Programs

Our Café was the center of many of our most popular events. They gave our older adults the chance to meet new people, nurture lasting friendships, and build a solid support network. Bringing the older community together to prevent isolation was a primary goal in FY2023. New café programs were introduced. Pizza and a Movie grew to over 30 participants for each month we held the program, Lunch and Learns were held featuring topics of particular importance to seniors. Special Event luncheons brought the senior community together to celebrate holidays, Older Americans Month, Senior Center Month, and to honor local heroes in our community for Veterans Day.
Total Meals Served in FY2023: 1,267

COMMUNITY INVOLVEMENT

Waterford Senior Services and our seniors out and about in the Waterford Community

- Veterans Coffeehouse at Filomena's
- Veterans Coffeehouse at Victoria Gardens
- Alzheimer's Association Walk
- Susan G. Komen Walk for the Cure
- Waterford Day Parade
- Waterford Summer Concert Series
- Waterford Harvest Festival
- Waterford Rotary Club
- Waterford Community Food Bank
- Waterford High School
- Great Neck Elementary School
- Oswegatchie Elementary School
- Quaker Hill Elementary School
- Loss of a Loved One Support Group
- Caregiver's Support Group
- Waterford Community Center Health Fair
- Open Doors Memory Loss Group
- CHOICES Medicare Counseling
- AARP Smart Drivers Course
- AARP Tax-Aide Assistance
- Senior Medicare Patrol (SMP) Fraud Reporting
- Americans with Disabilities Act (ADA) Day
- Coffee with a Cop
- Waterford Fire and Safety Education
- WYFS Stuff the Bus
- WYFS Light the Night

Partnerships and Collaborations FY2023

- ADA
- National Council on Aging
- 'National Institute on Aging
- United Cerebral Palsy
- Alzheimer's Association
- Senior Resources
- AARP
- TVCCA
- ECTC
- Meals on wheels
- Visiting Nurse Association of Southeastern CT
- US Coast Guard Academy
- Dr. Walter, DPM
- Friendship Tours
- Colette Travel
- East Lyme Senior Center
- Lymes Senior Center
- Ukleja's Tree Farm
- BJ's of Waterford
- Costco of East Lyme
- Shop Rite of NL
- Stop & Shop of Waterford
- Crescent Point
- SE Pickleball Association
- Broadway Kids and Company
- Stop & Shop Pharmacy
- Great Neck Elementary
- OSW Elementary
- Quaker Hill Elementary
- United Way
- Waterford High School
- Filomena's Restaurant
- Neon Chicken
- SIFT Bakery
- Mr. G's Restaurant
- Flanders Fish Market and Restaurant
- Crown Pizza
- Supreme Pizza
- Ivy's Simply Homemade
- Nana's Byrek
- Captain Scott's
- Starbuck's of East Lyme and Waterford
- Dunkin Donuts
- Flanders Donuts
- BF Clyde's Cider Mill
- Ocean House RI
- Waterford Police Dept.
- Waterford Fire Depts
- Waterford Fire and Safety
- Waterford First Selectman's Office/Waterford Cares
- Waterford Youth and Family Services
- Waterford Recreation and Parks
- Waterford Community Food Bank
- Waterford Rotary
- Waterford Public Library
- Waterford Lion's Club
- Dil Se Volunteer Group
- SERAC
- Waterford Women's Club
- Joe Grieco
- Patty Carver
- Those Guys
- Thrive 55 Groton
- Greentree Manor
- Bayview Health Care
- Atria Crossroads
- NL Rehabilitation and Care
- Veterans Group

WATERFORD SENIOR SERVICES VOLUNTEERS

Chuck Ambulos
Kari-Ann Antonelli
Esther Ayrton
Joann Ballassi
Erica Baumgartner
Smitty Beals
Rick Beaney
Sue Beeman
Bonnie Biddle
Edith Bonzer
Maureen Broderick
Mary Chartier
Anita Collins
Mary Colonis
Pam Crawford
Marion Cutler
Lucille Delmonte
Irma Diaz-Saaveda
Sonai English
Patricia Feeney
Nora Ferriell
Bob Glider
Val Graley
Gaile Greenwood
Tom Hickey
Alberta Houlihan
Myrtle Johnson
Deb Jutkiewicz
Ann Kopycinski
Jean Linard
Mary Marquardt
Rick McSwain
Val Michalski
Carol Morth
Audrey Mozley
Rich Muckle
Jody Nazarchyk
Barry Neistat
Catherine Patterson
Marcia Pierce
Gavin Polcaro
Theresa Rahr
Sandy Rathbun
Rob Rossi
Zainab Saimed
Carol Sanders
Theresa Schact
Kathy Steward
Suzanne Sturm
Patricia Weiss
Brenda Weston
Hayley Wheeler
Braeden Wheeler
Deb Wiseman

TRANSPORTATION

At Waterford Senior Services, we are proud to offer free, reliable transportation services tailored to the unique needs of our senior community. Our dedicated team ensures that local seniors have the freedom to access essential services, from shopping trips to attending senior events and getting to important medical appointments. We believe that independence is a key aspect of a fulfilling senior lifestyle, and our commitment to providing convenient and complimentary transportation helps seniors maintain their quality of life while staying engaged in the community. We are devoted to our clients and are proud that our seniors can count on us to keep them connected and on the move, enriching their lives one ride at a time.

Month	Clients	Fares	Miles
July	174	341	1932
August	196	383	2106
September	174	368	1956
1st Quarter Totals	**544**	**1092**	**5994**
October	228	440	2199
November	224	446	2184
December	184	358	2079
2nd Quarter Totals	**636**	**1244**	**6462**
January	172	330	2007
February	183	355	2120
March	245	473	2350
3rd Quarter Totals	**600**	**1158**	**6477**
April	194	368	1927
May	227	435	2533
June	202	396	2216
4th Quarter Totals	**623**	**1199**	**2216**
Yearly Totals	**2403**	**4693**	**25609**

VOICE OF OUR SENIORS

The Senior Center has changed my life. The programs have opened new vistas for me, and I have a whole new circle of friends. ~ Ronda Feldman

Senior Services is lovely. The people that work there are very helpful and very nice. It is a therapy for me. My doctor likes that I come, it makes me less moody. Dance class is great. I made some nice friends. They always answer my questions and if they don't have the answer they will get it for me. I like that they have meetings on site for Energy Assistance and Renter's Rebate. ~Carmen Perez

The Senior Center of the Waterford Community Center is very inviting and a comfortable space to get together, catch up and meet new people. ~ Joanna Brooks

I appreciate having a location to play pickleball. The camaraderie of the group has been enjoyable. ~Dave Staruch

The opportunity to knit has been a transformative experience. Meeting so many inspiring and supportive needle workers has expanded my horizons, encouraged me and challenged me. Thank you for hosting our group. ~ Dee Dee

I am new to Senior Services. You make everything easy to do. I started with pickleball but plan to come to the Café too, maybe more. It's a great place. ~John Whalen

Senior Services is a good place to be. It's the place for socializing, it gets me out. Exercise classes, Line Dance, Zumba and Bunco. There is lot happening for us to enjoy. (The staff) are always smiling. ~Mary Murallo

Senior Services is important to my health and socialization. The staff is friendly and caring and take the time to listen. It is a good time. I love Bingo, Bridge, Movies, the Lunch programs, Chair Yoga and Bunco. I get out of the house and enjoy other people's company. ~ Ruth Williams

The people here are wonderful. The programs are not only excellent but essential. It's important to stay active, stay healthy- pickleball and table tennis and the friends you meet are why I love to come here. ~Tom Lee

I look forward to coming to the Senior Center. Where else would you go to meet new people? There is a nice variety of programs now. You offer so much more than before you all came. The group now is friendly and helpful. I enjoy everything, lunches, card games, trips with you. ~ Winnie Stephens

The people who work here are wonderful. They're supportive. There are lots of activities to fill up our time which makes for a full life. My doctor is thrilled. We participate in cards, lunches, puzzles and pickleball. It means a lot to us. We laugh and exercise and socialize. We made friends- not just friends, close friends. We appreciate all the information on senior issues, taxes and Medicare- all of it. ~Jeffrey and Yvonne Sims.

Series 51000: Personnel Costs

Administration: 10135-51110

Background: The salaries for the Human Services Administrator and Coordinator are shared salaries with the Youth and Family Services Department. The Human Services Administrator's salary is evenly shared between the two departments. The salary for the Coordinator is as follows; 40% Senior Services and 60% Youth and Family Services. More than half of the salary is assigned to YFS to include the Waterford Community Food Bank which falls under the YFS department.

Human Services Administrator GGA Class D 261 Days (50%) Shared with WYFS $55,171 Longevity 1% $828	$59,778
Assistant Director GGA Class B 261 Days	$75,095
Human Services Coordinator GGA Class B 261 Days	$26,642

Clerical/Technical: 10135-51210

Background: This line includes clerical staff, transportation staff, café positions, and Meals on Wheels drivers. The demand for transportation services is at its highest level. A detailed description of our transportation services is available in the department's annual report. We have 3 vans with 2 of the 3 vans providing rides from approximately 8 am - 4pm weekly.

Senior Services Assistant AS-H/S-2 261 Days	$46,727
Office Support Technician AS-G/S-2 261 Days	$44,251
Enrollment Clerk PT-07/S-1 Total of 10 hours per week	$12,376

Driver 130 Days (910 Hours- delayed start)	$19,875
Driver 156 days (988 hours)	$25,965
Driver 156 Days (988 hours)	$25,304
Sub Driver 50 Days (400 hours)	$7,400
Community Café Manager (12 hours per week)	$13,859

MOW Driver PT Delivering (multiple drivers)* Driver 1: $17.50 per hour x an average of 6 hours per week Driver 2: $16.50 per hour x an average of 6 hours per week Driver 3: $16.50 per hour x an average of 6 hours per week Driver 4: $16.00 per hour x an average of 6 hours per week	$20,742

*Deliveries are made 4 days per week / 2 drivers per day to cover 2 routes

Instructors: 10135-51635

Background: Not included in this calculation are instructor(s) who are independent contractors and are placed in the special revenues fund which is overseen by the Finance Director and reports are provided to her on a monthly basis.

Chair Yoga 48 days (1.5 hours) (rate of pay $30.91)	$2,226
Pilot & Trend Program Instructors / Assistant 98 days (14 hours per week) ($20.31)	$27,866
Line Dance 72 days (1.5 hours) (rate of pay $29.42)	$3,177
Yoga 48 days (1.5 hours) (rate of pay $30.91)	$2,226

Overtime 10135-51810- OVERTIME

Commission/Clerical 10 Days (2 hours)	$983

	Total Salaries	$414,492

51920 FICA 10135-51920

Salaries: $411,911 FICA rate: x .0765 FICA Total	$31,709

SERIES 51000 TOTAL	**$446,201**

SERIES 52000: Services

Advertising: 10135-52010

Background: We no longer have a need for advertising with our 5310 transportation grant which was the intended reason for this expense.

Budget Year	Amount Requested	Amount Spent
21-22	$344.00	$120.00
22-23	$344.00	$0.00
23-24	$200.00	YTD $0.00

Advertising Request FY 25	$0

Postage: 10135-52020

Background: Postage required for the quarterly newsletter which also includes the annual permit fee. 750 newsletters are mailed quarterly at a bulk mail rate. The newsletter is printed in house. This line is reduced because more residents request this via electronic deliver (email).

Budget Year	Amount Requested	Amount Spent
21-22	$1,808.00	$1,837.56
22-23	$1,920.00	$1,329.12
23-24	$1,575.00	YTD $311.05

Postage Request FY 25	$1,000

Professional Fees: 10135-52030

Background: This line covers the cost for the mental health contractor. A detailed calculation is provided at the back of this budget presentation. Please see Attachment A

Budget Year	Amount Requested	Amount Spent
21-22	$0.00	$0.00
22-23	$0.00	$1,560.00
23-24	$0.00	YTD $4,200.00

Professional Fees Request FY 25	$6,360

ADA/Title VI Interpretation: 10135-52039

Background: The Senior Services department provides this services for all town departments. While the service has not been utilized, it should remain available in the event it is needed and so that we remain accessible.

Budget Year	Amount Requested	Amount Spent
21-22	$450.00	$0.00
22-23	$450.00	$0.00
23-24	$450.00	$0.00

ADA requested FY 25	$450.00

Shared Service Contracts & Repairs: 10135-52040

Shared cost with Recreation and Parks for this section which covers the lease of RICOH copier / fax machine, and Breezeline cable service available on televisions in designated areas of the community center.

Breezeline $64 x 12 months = $768/2 = $384

Ricoh $50 x 12 months = $600 / 2 = $300

Quarterly inspections of fitness equipment as required by CIRMA = $414

Budget Year	Amount Requested	Amount Spent
21-22	$35,378.00	$35,153.18
22-23	$36,330.00	$16,119.00
23-24	$12,448.00	YTD $4,679.71

Service Contracts Request FY 25 Shared Costs	$1,098

Non-shared Service Contracts & Repairs: 10135-52040

Background: Assistant Director's wireless phone. Required for on-call / off site purposes. The cost for the cell phone is provided by the town purchasing agent. Infoshred and color copy charges (per the Town cost provided by the in-house printer).

Verizon $84 x 12 months = $1,008

Infoshred $25 x 4 visits per year = $100

Color copy charges .05 per copy x $600 copies = $30

Budget Year	Amount Requested* Amount requested is the combination of the shared and non-shared	Amount Spent
21-22	$35,378.00	$35,153.18
22-23	$36,330.00	$16,119.00
23-24	$12,448.00	YTD $4,679.71

Service Contracts Request FY 25 Non-shared services	$1,138

Dues, Conferences, & Education: 10135-52050

Background: Trainings and memberships that have fees associated with them. It is expected that this year we will renew our membership with CT Association of Senior Center Personnel Membership (2@$50), training for the Municipal Agent of Elderly, and the certifications required for the cafe staff (1@$180 anticipated

Budget Year	Amount Requested	Amount Spent
21-22	$530.00	$338.53
22-23	$776.00	$869.42
23-24	$690.00	YTD $110.00

Dues, Conferences, & Education FY 25	$280

Physical Examinations/ Background Checks: 10135-52130

Background: for all new driver hires and current drivers, the State of CT Dept. of Transportation (DOT) requires physicals. The Town also requires physicals and background checks for all new employees as a part of the hiring process.

3 physicals for drivers (per the DOT requirement with a DOT approved examiner)

$172 x 3 = $516

Average of 12 new hires per year x $56 per Physical / Background check = $672

Budget Year	Amount Requested	Amount Spent
21-22	$1,520.00	$1,090.00
22-23	$1,216.00	$1,157.42
23-24	$2,216.00	YTD $561.25

DOT/Public service Physical Examinations Request FY 25	$1,188

Programs: 10135-52380

All program costs are reflected in the department's special revenue fund. The cost for residents to participate in programs is "at cost" with a growing number of programs offered at no cost. The costs reflected in this line are what is needed to replace items like cards, game boards, items for music programs, etc. also, please see attachment B "Art and Craft Room"

Budget Year	Amount Requested	Amount Spent
21-22	$26,370.00	$19,572.07
22-23	$150.00	$1,764.71
23-24	$2,650.00	YTD $783.32

Programs Request FY 25	$1,642

SERIES 52000 TOTAL FY 25	**$13,156**

Series 53000: Materials and Supplies

Office Supplies:10135-53010

Background: this line is reduced because the Town printer provides us with the paper and seals for the newsletter. The only cost that remains is the cost for ink cartridges (for our DeskJet Printer).

$11 per cartridge and we anticipate needing 4 per year.

Budget Year	Amount Requested	Amount Spent
21-22	$639.00	$326.21
22-23	$507.00	$507.00
23-24	$400.00	YTD $145.44

Office Supplies FY 25	$44

Other Supplies: 10135-53020

The department shares the costs for custodial supplies with the Recreation and Parks department. Costs for the following items are from a list of vendors provided by the State of

CT contract list that guarantees the lowest/best cost. Please see the list of supplies in Attachment C (shared with Recreation and parks.)

Budget Year	Amount Requested	Amount Spent
21-22	$2,658.00	$1,796.24
22-23	$2,715.00	$2,848.23
23-24	$2,959.00	YTD $1,509.64

Other Supplies Request FY 25	$1,925

Auto Repairs: 10135-53070

Background: 3 vans that accommodate wheelchairs transport older residents and disabled residents to medical appointments, programs, and social outings.

The 3 vehicles are as follows:

2017 Ford 14 Passenger W/C Minibus (YTD Mileage 77,152) (Identified as R30)

2018 Ford 11 Passenger W/C Minibus (YTD Mileage 34,091) (Identified as R4)

2022 Ford 12 Passenger W/C Minibus (YTD Mileage 8,680) (Identified as R5)

Fleetio report attached regarding preventative maintenance. Please see attachment D

Budget Year	Amount Requested	Amount Spent
21-22	$3,088.00	$1,547.10
22-23	$3,128.00	$1,658.04
23-24	$1,729.00	YTD $1,728.14

Programs Request FY 25	$3,124

Fuels and Lubricants: 10135-53090

Based on a 3 year history of the average gallons per year.
For FY 25 we anticipate the need for 5,000 gallons x $2.4776 per gallon = $12, 388 and this is offset by $2,000 from an annual transportation giving campaign. For further information regarding the demand for transportation services, please see our annual report page on transportation.
2022: 3,153 gallons consumed
2023: 3,114 gallons consumed
2024: YTD 1,169 gallons consumed

Budget Year	Amount Requested	Amount Spent
21-22	$6,318.00	$2,843.19
22-23	$7,270.00	$6,904.78
23-24	$10,713.00	YTD $2,878.13

Fuels and Lubricants Request FY 25	$10,388
SERIES 53000 TOTAL	**$15, 481**

SERIES 54000: Equipment

Fitness Equipment: 10135-54020

Due to increased programming and usage, some replacements are required. Please see Attachment B "Fitness/Health"

Budget Year	Amount Requested	Amount Spent
21-22	$0.00	$0.00
22-23	$0.00	$0.00
23-24	$0.00	YTD $0.00

	Fitness Equipment Request FY 25	$1,292

Kitchen Equipment: 10135-54030

Due to increased usage and the popularity of café activities at breakfast, lunch, and social hours, the need to replace aging equipment is necessary. The equipment being replaced is over a decade old. Please see Attachment C "Kitchen"

Budget Year	Amount Requested	Amount Spent
21-22	$120.00	$80.99
22-23	$120.00	$101.12
23-24	$120.00	YTD $8.28

Kitchen Equipment Request FY 25	$3,806

Automotive Equipment: 10135-54050

The cost to replace the tires on the transportation mini-buses. The cost per tire is $164 provided by the Town DPW mechanic. It is expected that 8 tires will be replaced.

Budget Year	Amount Requested	Amount Spent
21-22	$897.00	$295.77
22-23	$897.00	$1,966.95
23-24	$1,137.00	YTD $1077.91

Kitchen Equipment Request FY 25	$1,312

SERIES 54000 TOTAL	**$6,410**

TOTAL BUDGET CALCULATION

TOTAL SERIES: 51000	**$446,201**
TOTAL SERIES: 52000	**$13,156**
TOTAL SERIES: 53000	**$15, 481**
TOTAL SERIES: 54000	**$6,410**

TOTAL BUDGET	**$481,248**

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 35 SENIOR CITIZEN COMMISSION
2024-2025 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED PER WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	51920 PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/01/2008	HUMAN SERVICES ADMIN/DIRECTOR	40	N/A	57,241.08	58,895.17	$ 883.00	59,778.17	4,573.03
10/04/2021	HUMAN SERVICES COORDINATOR	40	N/A	29,186.11	26,642.46	$ -	26,642.46	2,038.15
6/13/2022	ASSISTANT DIRECTOR SS	40	N/A	72,983.04	75,095.44	$ -	75,095.44	5,744.80
	TOTALS			**159,410.23**	**160,633.08**	**883.00**	**161,516.08**	**12,355.98**
51210 - CLERICAL TECHNICAL								
5/9/2022	Senior Services Assistant	35	$ 25.6740	44,304.68	46,726.70	$ -	46,726.70	3,574.59
9/18/2023	Office Support Technician	35	$ 24.3137	40,159.65	44,250.97	N/A	44,250.97	3,385.20
05/15/2023	Community Cafe Manager	12	$ 22.2100	20,807.28	13,859.04	N/A	13,859.04	1,060.22
VACANT	Driver-Sr Services	40	$ 19.1100	18,762.12	19,875.00	N/A	19,875.00	1,520.44
06/25/1996	Driver-Sr Services	19	$ 26.2807	25,243.40	25,965.32	N/A	25,965.32	1,986.35
07/22/2013	Driver-Sr Services	19	$ 25.6119	23,993.96	25,304.58	N/A	25,304.58	1,935.80
10/13/23	SUB-Driver Substitute	6.5	$ 18.5000		7,400.00	N/A	7,400.00	566.10
VACANT	Enrollment Clerk *for FY25	10	$ 23.8000	0.00	12,376.00	N/A	12,376.00	946.76
	Meals-On-Wheels	6	$ 16.6200		20,741.76	N/A	20,741.76	1,586.74
	There are 4 Meals on Wheels drivers							
	TOTALS			**173,271.09**	**216,499.37**	**0.00**	**216,499.37**	**16,562.20**
51635 - INSTRUCTORS								
06/16/2021	Enrichment Instructor	14	$ 20.3100		27,865.32	N/A	27,865.32	2,131.70
11/3/2016	Fitness Instructor 2	1.5	$ 30.9100		2,226.00	N/A	2,226.00	170.29
11/03/2016	Fitness Instructor 2	1.5	$ 30.9100		2,226.00	N/A	2,226.00	170.29
01/03/2017	Fitness Instructor I	1.5	$ 29.4200		3,177.00	N/A	3,177.00	243.04
	TOTALS			**0.00**	**35,494.32**	**0.00**	**35,494.32**	**2,715.32**
51810 - OVERTIME				**4,600.00**	**4,500.00**	**0.00**	**983.00**	**75.20**
							0.00	**0.00**
51910 - FRINGE /F.I.C.A.				**337,281.32**	**417,126.77**	**883.00**	**414,492.77**	**31,708.70**
TOTALS							**446,201.46**	
BUDGET TOTAL W/F.I.C.A								

WORKDAYS 2024/2025	BUDGET
261	52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 35 SENIOR CITIZEN COMMISSION
2024-2025 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.I.C.A)	
	$ -		0.00	0	GGA HIRED AFTER 7/1/2006 - NO HRA
			0.00		
			0.00		
			0.00		
			0.00		
			0.00		
TOTALS - FRINGE BENEFITS			**0.00**	**0.00**	***ADDED TO FICA ON PERSONNEL WORKSHEET

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Senior Services

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						$ -
Alarm Penalties						$ -
Ambulance Subsidy						$ -
Beach Admission Fees						$ -
Benefit Assessments						$ -
Bulky Waste Fees						$ -
Conveyance Tax						$ -
Copy Fees	1	3	2	2	**2**	$ -
East Lyme Animal Control Fee						$ -
Enhanced E 9-1-1						$ -
Fines/Penalties						$ -
Hazardous Household Waste						$ -
Inspection Fees						$ -
Interest/Lien Fees						$ -
Inter-Municipal Revenues						$ -
Miscellaneous	0	0	0	0	**0**	$ -
Permitting/Licensing Fees						$ -
Program/Registration Fees	31,463	12,336	10,198	7,554	**10,198**	$ -
Recording Fees						$ -
Regional Communications Fees						$ -
Rentals						$ -
Sale of Recyclables						$ -
State Operational Grants						$ -
Tipping Fees						$ -
Versa Kart/Blue Box Purchases						$ -
TOTALS	**$ 31,464.00**	**$ 12,339.05**	**$ 10,200.00**	**$ 7,555.52**	**$ 10,200.00**	$ -

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Senior Services

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)						
State of CT Eldery & Disabled	289,893	289,893				$ -
CT DOT 5310 Grant		52,000	0	0	0	$ -
Title III Federal Funds	0	34,091	53,025	0	53,025	$ -
						$ -
						$ -
						$ -
DONATIONS (list indivual donations below)						
Transportation	1,785	2,110	2,000	80	2,000	$ -
						$ -
						$ -
						$ -
						$ -
						$ -
PROGRAM FEES (list anticipated revenue by program)						
Fitness	0	0	23,816	7,554	24,000	$ 184.00
						$ -
						$ -
						$ -
						$ -
						$ -
						$ -
MISC						
						$ -
						$ -
						$ -
						$ -
TOTALS	$ 291,678.00	$ 378,094.00	$ 78,841.00	$ 7,633.52	$ 79,025.00	$ 184.00

Mental Health Independent Contractor Backup Attachment A

Background:

The Town of Waterford enters into contractual agreements with Master-level clinicians. The agreements are between the Town and the clinicians and detail the standards that exist for independent contractors and their roles as mental health providers. The contractors also provide the Town with their liability insurance at a level coverage that is set by the Town.

The number of clinicians contracted is based on the needs of the department/ Town. Contractors enter into 1 year agreements. The agreements are signed by the first selectmen based on recommendation from the Town attorney and Finance Director. The Human Services Administrator oversees the vetting of the clinician.

The **rate per hour** is negotiated between the contractor and Town and based on the clinician's licensing and years of experience.

Mental health services provided are identified as below:

- Individual Counseling
- Family Therapy
- Support Groups
- Crisis Interventions
- Risk Assessments
- Substance Use Assessments
- Mental Health Check-Ups

➢ The Licensed Clinical Social Worker (LCSW / the most senior clinician) is also contracted to provide supervision to the other clinicians and to ensure professional standards are met and to review treatment plans. The LCSW also assigns cases and reviews files.

Mental Health Services at Senior Services

Clinician assigned to Senior Services is Andrew Staunton, LCSW – Rate is $60 per hour

- Support Groups (Loss of a Loved One & Caregiver Support)
  2 Hours (1 hour per group) x 28 weeks = 56 hours x $60 per hour = $3,360

- Individual counseling
  50 sessions / hours (45 minute sessions / 15 minutes for notetaking) x 60 per session = $3,000

  Total = $9,960 – with allowance for extended time after groups = $9,996 total request (The requested amount presented in the budget is based on the trending expenses in FY23 per month).

Attachment B-Programs

ITEM/LOCATION	$ PER UNIT	QTY	TOTAL
ART/ CRAFT ROOM			
Art Class Table Easel by Testrite Visual Products	43.99	12	527.88
BLACK+DECKER 12-Volt MAX Lithium Drill And 59-Piece Project Kit Tool Set	103.99	1	103.99
RYOBI ONE+ 18V Cordless Flexible LED Clamp Light (Tool Only)	29.97	12	359.63
FITNESS/HEALTH			
Rainbow Low-Bounce Uncoated-Foam Balls 8.25" dia (21 cm) 6/Count	99.95	4	399.8
Omron 7 Series Wireless Wrist Blood Pressure Monitor	109.99	1	109.99
Lancaster Table & Seating Blue Fabric Folding Chair with 2" Padded Seat	33.99	23	781.77
KITCHEN			
Vollrath 3506 Optio 27 Qt. Stainless Steel Stock Pot with Cover	138.49	1	138.49
Vollrath 3513 Optio 53 Qt. Stainless Steel Stock Pot with Cover	242.99	1	242.99
Cambro LDT10152 Lido 10 oz. Clear SAN Plastic Tumbler - 36/Case	44.99	4	179.96
GET C-107-W Diamond White 8 oz. Cup - 24/Case	69.31	5	346.55
Acopa Foundations 7 1/4" White Narrow Rim Melamine Plate - 12/Case	18.43	10	184.3
Acopa Foundations 15 oz. White Narrow Rim Melamine Bowl - 12/Case	16.2	10	162.2
Acopa Foundations 10" White Narrow Rim Melamine Plate - 12/Case	31.54	10	315.4
Keurig® K155 OfficePRO® Premier Brewing System	221.21	1	221.21
Choice 42 oz. *White* Swirl Thermal Coffee Carafe / Server	8.49	12	101.88
Non-iron Round Panama Tablecloth 90"	48.66	15	729.9
Choice 42 oz. *Black* Swirl Thermal Coffee Carafe / Server	8.49	11	93.39

Attachment C- Cleaning supplies background: quotes were gathered from venders U-Line and WB Mason

Product	Quote- If above $1,500 need 2 additional quotes	Background
Commercial Dish Washer Detergent	$100.97 Split $50.49	1 pack comes with 4 128 fl oz jugs.
Rise All	$100.97 split $50.49	1 pack comes with 4 128 fl oz jugs
Ware Washing Detergent	$32.24 Split $16.12	1 case contains 4 1 gallon jugs
Sanitizing solution for Ware Wash	$89.99 Split $44.99	1 case has 4 1 gallon jugs
Silverware Detergent	24.99 Split $12.49	Case of 4 with 4 1 gallon jugs in each
Broom & Dust Pan	$37.00 Split 18.50	Lobby Broom and Dust pan
Disposable gloves	$130.00 Split $65.00	10 boxes with each box containing
Facial Tissues	86.00 Spilt $43.00	2 Cases- Each case has 36 boxes with 100 tissues per box
M-Fold Towels	$486.00	$36 per case- each package comes with 4000 sheets 28x36=972 spilt

Go Jo Foam hand cleaner	508.83 Spilt 254.42	$72.69 per case- each case has 3 cartons. 72.69x7= 508.83
Toilet Tissue	770.00 Spilt 385.00	$77.00per case each case has 96 rolls of toilet paper 77x100=77.00
Waste paper basket liners	$174 Split $87.00	6 cartons at $29.00 with 1000 bags per carton
High Density Can Liners	$294.00 Split $147	6 Cartons at $49.00 with 250 bags per carton
Wipe All 60 Wipes	$184 Split $92	1 case at $46.00 with ordering 4 cases. 252 wipe alls per case
Count Roll Paper Towels	$96.00 split $48.00	At $32.00 per case each case has 30 rolls of paper towels
Hand Sanitizer Case of 8 Ct 4 oz bags	$119.89 Split 59.96	1 package at 119.89 contains 8 Purell refills
Wipes for Fitness Equipment	$129.95 Split$64.99	1 package at $129.95 has 800 wipes and comes in a pack of 4

Service History by Vehicle

6 records

Town of Waterford - Public Works

Report generated on 12/01/2023 10:06 AM by Maryellen McConnell

Filters

Vehicle: R30

Labor Cost	Parts Cost	Total Cost
$754.01	$3,205.52	$3,959.53

Vehicle

R30

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Service Tasks	Resolved Issue Summary	Total Labor	Total Parts	Total Cost
19530129	08/18/2023 2:30 PM	08/30/2023 5:00 PM	12 days 2 hrs 30 mins		74,138 mi	Electrical System (Miscellaneous)	B/U camera, Lift inop	$124.92	$408.11	$533.03
19214552	08/10/2023 1:30 PM	08/14/2023 1:30 PM	4 days 0 hrs 0 mins		73,996 mi	Engine Oil & Filter Replacement • Tire Rotation • Rear Brakes & Drums		$156.15	$818.99	$975.14
18426205	07/05/2023	07/05/2023			73,280 mi	Tire Replacement	REAR TIRE	$46.14	$164.00	$210.14
17062047	03/31/2023 2:30 PM	04/04/2023 3:30 PM	4 days 1 hr 0 mins		70,330 mi	Engine Oil & Filter Replacement • Vehicle Multi-Point Inspection • Automatic Transmission (Miscellaneous) • Drive Belt Tensioner Inspect	PM	$232.80	$174.34	$407.14
15226600	11/09/2022 9:57 AM	11/23/2022 1:42 PM	14 days 3 hrs 45 mins		66,901 mi	Engine Oil & Filter Replacement • Tire Replacement • Vehicle Multi-Point Inspection	Tires & oil change	$0.00	$1,135.78	$1,135.78
15203231	11/22/2022 8:13 AM	11/23/2022 2:00 AM	17 hrs 47 mins		66,900 mi	Front Brakes & Drums	Brake pulsation	$194.00	$504.30	$698.30
							Total Amount	$754.01	$3,205.52	$3,959.53

Attachment D- Fleetio Report

Service History by Vehicle

Town of

Report generate

6 records

Filters

Vehicle: R5

Labor Cost	Parts Cost	Total Cost
$438.64	$307.25	$745.89

Vehicle

R5

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Service Tasks	Resolved I Summary
20528490	10/25/2023 1:00 PM	10/25/2023 1:30 PM	30 mins		8,646 mi	Tire Replacement	Gash i back
19039526	08/08/2023 1:00 PM	08/08/2023 2:00 PM	1 hr 0 mins		7,916 mi	Engine Oil & Filter Replacement	
17735543	05/19/2023 9:00 AM	05/19/2023 10:00 AM	1 hr 0 mins		7,125 mi	WHEEL CHAIR LIFT	Flap o going
16934252	03/24/2023 8:00 AM	03/30/2023 2:00 PM	6 days 6 hrs 0 mins		6,656 mi	Exhaust System Inspect • Diagnostics (Unspecified)	
15777727	01/12/2023 1:00 PM	01/12/2023 2:30 PM	1 hr 30 mins		5,189 mi	Towing/Roadside Assistance	
15308158	12/05/2022 8:00 AM	12/05/2022 3:30 PM	7 hrs 30 mins		4,633 mi	Tire Rotation • Engine Oil & Filter Replacement • Vehicle Multi-Point Inspection	oil cha

Service History by Vehicle

4 records

Town of Waterford - Public Works

Report generated on 12/01/2023 10:08 AM by Maryellen McConnell

Filters

Vehicle: R4

Labor Cost	Parts Cost	Total Cost
$432.69	$1,546.54	$1,979.23

Vehicle

R4

Service Entry	Start Date	Completion Date	Duration	Vendor	Primary Meter	Service Tasks	Resolved Issue Summary	Total Labor	Total Parts	Total Cost
19039491	08/07/2023 1:00 PM	08/08/2023 12:00 PM	23 hrs 0 mins		29,884 mi	Engine Oil & Filter Replacement • Tire Rotation • Vehicle Multi-Point Inspection • Brake Rotor Replacement		$163.96	$602.57	$766.53
17959436	06/06/2023 9:30 AM	06/06/2023 10:30 AM	1 hr 0 mins		27,795 mi	Tire Replacement		$38.80	$130.00	$168.80
15565303	12/09/2022 1:00 PM	01/03/2023 8:01 AM	24 days 19 hrs 1 min		22,361 mi	Tire Replacement		$80.20	$520.00	$600.20
15269585	12/01/2022 1:19 PM	12/01/2022 1:19 PM			21,994 mi	Vehicle Multi-Point Inspection • Engine Oil & Filter Replacement • Tire Rotation • Body (Miscellaneous)	Oil change - etc	$149.73	$293.97	$443.70
							Total Amount	$432.69	$1,546.54	$1,979.23

National Opioid Settlements

BROWN GREER
Directing Administrator

JANSSEN SETTLEMENT AGREEMENT - ALLOCATION NOTICE

Payment Year: 1-4
Date of Notice: 10/13/2022
Deadline to Dispute Allocation: 11/3/2022
Expiration of 50 Days: 12/2/2022

Settling State	Connecticut

I. PAYMENT ALLOCATION DETERMINATION

This Notice is an official communication from the Directing Administrator of the National Opioid Settlements. A copy of this Notice has been sent to the Enforcement Committee and Janssen pursuant to Section V.B of the Janssen Settlement Agreement, dated as of July 21, 2021, as amended, between and among the Settling States, Janssen, and Participating Subdivisions (the "Janssen Settlement Agreement"). Ali capitalized terms used in this letter have the meanings ascribed to them in the Janssen Settlement Agreement.

Pursuant to Section V.B and Exhibit M of the Janssen Settlement Agreement, Connecticut's Total 2022 Janssen Payment amount is **$42,786,144.11,** which is broken down in Table **1** In Attachment 1 to this Allocation Notice.

As provided under Section VI.C of the Janssen Settlement Agreement, Connecticut has Instructed the Directing Administrator to calculate the Intrastate allocatio,ns pursuant to the national default. Using the default provisions, the Directing Administrator has allocated the Annual Payment as follows: (i) 15% to the State Fund, (ii) 70'1/o to the Abatement Accounts Fund, and (iii) 15% to the Subdivision Fund, to be paid directly to the Subdivisions per the allocation percentages provided In Exhibit G of the Janssen Settlement Agreement. Connecticut has further Instructed the Directing Administrato.r to allocate the Additional Restitution Amount in full to the State Fund. The intrastate allocations are Included as Attachment 1 to this Allocation Notice.

Undisputed amounts allocated to the State Fund, the Abatement Accounts Fund, and Subdivision Fund for Participating Subdivisions will be paid no later than the date that is 50 days after the date of this Allocation Notice.

II. YOUR RIGHT TO DISPUTE

Section V.B.5 of the Janssen Settlement Agreement provides that within twenty-one (21) calendar days of receiving notice any party may dispute the calculation of the amount to be received by a Settling State or Its Participating Subdivisions listed on Exhibit G as inconsistent with the terms of the Agreement. Written notice must be provided to the Settlement Fund Administrator, the Enforcement Committee, any affected Settling State, and Janssen identifying the nature of the dispute, the amount of money that is disputed, and the Settling State(s) affected.

A party. has until the Deadline to Dispute Allocation listed at the top of this Allocation Notice to deliver a written notification of dispute. The amounts listed in this Allocation Notice will be deemed accepted if the Directing Administrator has not received a party's dispute before midnight Eastern Time.on the deadline date. Submit your written request by email to DirectingAdministrator@NationalOploldOfficlaLSettlement.com.

Any party affected by the dispute may object to the notification of dispute. Depending on the nature of the dispute, contested disputes must be resolved in either the court that entered a state's Consent Judgment or the National Arbitration Panel. The Directing Administrator will not di burse any funds potentially affected.by a contested dispute until the dispute is resolved by the court or the National Arbitration Panel.

III. To ACCEPT PAYMENT

If you do not dispute the payment and you have previously created a Portal Account and completed your Payment Election Forms and W-9 Forms for purposes of the Distributor Settlement Agreement, no further action is needed. The Directing Administrator will begin issuing payments after the applicable deadlines have passed using the existing payment instructions. If you have not previously created a Portal Account, please do so and complete the Payment Election forms and W-9 Forms to create payment Instructions for any Settlement Payments. If you wish to use different Payment Election Form or W-9 Form data for the Janssen Settlement Agreement, you may log In to the Portal and complete. new forms. **Keep your payment Instructions current in the Portal as the Directing Administrator will use these forms-to Issue settlement payments.**

IV. To REALLOCATE PAYMENT

If you wish to reallocate your portion of the allocation to another Participating Subdivision or the Abatement Accounts Fund, you may do so by completing the Direct Payment and Allocation Election screen on the Portal or by emailing DirectingAdministrator@NationalOpioidOffcialSettlement.com before the Deadline to Dispute Allocation included on the Allocation Notice, The Directing Administrator will not treat a reallocation request as a dispute.

Sincerely,

BrownGreer PLC
Directing Administrator
250 Rocketts Way
Richmond, VA 23231

National Opioid Settlements

BrownGreer Directing Administrator

ATTACHMENT 1 - JANSSEN 2022 PAYMENT ALLOCATIONS TO CONNECTICUT
(As of 10/13/2022)

TABLE 1: PAYMENT YEAR SUMMARY

		Payment 1 Base Amount	Payment 1 Additional Restitution	Payment 2 Base Amount	Accelerated Payment 3 Incentive Amount	Accelerated Payment 4 Base Amount	Accelerated Payment 4 Incentive Amount	Accelerated Payment 5 Base Amount	Accelerated Payment 5 Incentive Amount	TOTAL 2022 JANSSEN PAYMENT[1]
1.	**Total Allocation**	$3,781,125.52	$265,775.68	$8,821,442.32	$7,060,486.00	$3,474,249.98	$7,366,854.17	$3,516,985.64	$8,499,224.80	$42,786,144.11
2.	Allocation Method	National Default								
3.	15% to State Fund	$567,168.83	$265,775.68	$1,323,21635	$1,059,072.90	$521,137.50	$1,105,028.13	$527,547.85	$1,274,883.72	$6,643,830.95
4.	70% **to Abatement** Accounts Fund	$2,646,787.86	$0.00	$6,175,009.63	$4,942,340.20	$2,431,974.98	$5,156,797.92	$2,461,889.95	$5,949,45736	$29,764,257.90
5.	o,r.,to Subdivision Fund	$567,168.83	$0.00	$1,323,216.35	$1,059,072.90	$521,137.50	$1,105,028.13	$527,547.85	$1,274,883.72	$6,378,055.26

TABLE 2: ALLOCATION TO SUBDIVISIONS

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
1.	Andover Town	0.0513214640%	$291.08-	$679.09	$543.53	$834.57	$925.03	$3,273.30
2.	Ansonia City	0.5316052437%	$3,015.10	$7,034.29	$5,630.09	$8,644.78	$9,581.82	$33,906.08
3.	Ashford Town	0.1096965130%	$622.16	$1,451.52	$1,161.77	$1,783.85	$1,977.20	$6,996.50
4.	Avon Town	0.5494886534%	$3,II6.53	$7,270.92	$5,819.49	$8,935.60	$9,904.16	$35,046.70
5.	Barkhamsted Town	0.0620629520%	$352.00	$821.23	$657.29	$1,009.25	$1,II8.64	$3,958.41
6.	Beacon Falls Town	0.1953947308%	$1,108.22	$2,585.50	$2,069.37	$3,177.44	$3,521.86	$12,46'.Z.39
7.	Berlin Town	0.5215629385%	$2,958.14	$6,901.41	$5,523.73	$8,481.48	$9,400.82	$33,265.58
8.	Befuany Town	0.1039156068%	$589.38	$1,375.03	$1,100.54	$1,689.84	$1,873.01	$6,627.80
9.	Bethel Town	0.3522422145%	$1,997.81	$4,660.93	$3,730.50	$5,728.04	$6,348.92	$22,466.20

1 Final payments to the individual Funds may vary by a total of+/"$0.01-$0.15 to account for adjustments due to rounding to the nearest cent in each of the Subdivision Payment 1-Payment 5 calculations.

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
10.	Bethlehem Town	0.0078647202%	$44.61	$104.07	$83.29	$127.89	$141.76	**$501.62**
11.	Bloomfield Town	0.4888368136%	$2,772.53	$6,46837	$5,177.14	$7,949.30	$8,810.95	**$31,178.29**
12.	Bolton Town	0.1520831395%	$862.57	$2,01239	$1,610.67	$2,473.12	$2,741.19	**$9,699.94**
13.	Bozrah Town	0.0582057867%	$330.13	$770.19	$616.44	$946.52	$1,049.12	**$3,712.40**
14.	Branford Town	0.8903816954%	$5,049.97	$11,781.68	$9,429.79	$14,479.08	$16,048.52	**$56,789.04**
15.	Bridgeport City	3.2580743095%	$18,478.78	$43,111.37	$34,505.38	$52,981.68	$58,724.56	**$207,801.77**
16.	**Bridgewater Town**	0.0118125935%	$67.00	$156.31	$125.10	$192.09	$212.91	**$753.41**
17.	Bristol City	1.3355768908%	$7,574.98	$17,672.57	$14,144.73	$21,718.69	$24,072.86	**$85,183.83**
18.	Brookfield Town	0.3087903124%	$1,751.36	$4,085.96	$3,270.31	$5,021.44	$5,565.73	**$19,694.80**
19.	Brooklyn Town	0.1880661562%	$1,066.65	$2,488.52	$1,991.76	$3,058.27	$3,389.76	**$11,994.96**
20.	**Burlington Town**	0.2348761319%	$1,332.14	$3,107.92	$2,487.51	$3,819.47	$4,233.48	**$14,980.52**
21.	Canaan Town	0.0343343640%	$194.73	$454.32	$363.63	$55833	$618.85	**$2,189.86**
22.	Canterbury Town	0.1354310071%	$768.12	$1,792.05	$1,434.31	$2,202.33	$2,441.05	$8,637.86
23.	Canton Town	0.2669011966%	$1,513.78	$3,531.68	$2,826.68	$4,340.26	$4,810.71	$17,023.11
24.	Chaplin Town	0.0523959290%	$297.17	$693.31	$554.91	$852.04	$944.40	**$3,341.83**
25.	Cheshire Town	0.9783113499%	$5,548.68	$12,945.18	$10,361.03	$15,908.96	$17,633.39	$62,397.24
26.	Chester Town	0.0772387574%	$438.07	$1,022.04	$818.01	$1,256.03	$1,392.18	**$4,926.3 3**
27.	**Clinton To\VD.**	0.5348726093%	$3,033.63	$7,077.52	*$5,664.69*	$8,697.91	$9,640.71	**$34,114.46**
28.	Colchester Town	0.6134395770%	$3,479.24	$8,117.13	$6,496.77	$9,975.54	$11,056.83	**$39,125.51**
29'.	Colebrook Town	0.0296870114%	$16838	$392.82	$314.41	$482.76	$535.09	**$1,893.46**
30.	**Columbia Town**	0.1005666237%	$57038	$1,330.71	$1,065.07	$1,635.38	$1,812.64	**$6,414.18**
31.	Cornwall Town	0.0486027928%	$275.66	$643.12	$514.74	$790.36	$876.03	**$3,099.91**
32.	Coventry Town	0.3460011479%	$1,962.41	$4,578.34	$3,664.40	$5,626.55	*$6,236.43*	**$22,068.13**
33.	Cromwell Town	0.4750451453%	$2,694.31	$6,285.88	$5,031.07	$7,725.02	$8,562.36	**$30,298.64**

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
34.	Danbury City	1.1556465907%	$6,554.47	$15,291.70	$12,239.14	$18,792.73	$20,829.74	$73,707.78
35.	Darien Town	0.6429649345%	$3,646.70	$8,507.82	$6,809.47	$10,455.67	$11,589.00	$41,008.66
36.	Deep River Town	0.0924563595%	$524.38	$1,223.40	$979.18	$1,503.49	$1,666.46	.$5,896.91
37.	Derby City	0.3503125449%	$1,986.86	$4,635.39	$3,710.07	$5,696.66	$6,314.14	$22,343.12
38.	Durham Town •	0.0079309232%	$44.98	$104.94	$83.99	$128.97	$142.95	$505.83
39.	East Granby Town	0.1455975170%	$825.78	$1,926.57	$1,541.98	$2,367.66	$2,624.30	$9,286.29
40.	East Haddam Town	0.3145696377"/o	$1,784.14	$4,162.44	$3,331.52	$5,115.42	$5,669.90	$20,063.42
41.	East Hampton Town	0.4637546663%	$2,630.27	$6,136.48	$4,911.50	$7,541.42	$8,358.86	$29,578.53
42.	East Hartford Town	1.2645454069%	$7,172.11	$16,732.67	$13,392.46	$20,563.60	$22,792.57	$80,653.41
43.	East Haven Town	0.8590923735%	$4,872.50	$11,367.65	$9,098.41	$13,970.26	$15,484.55	$54,793.37
44.•	EastL)'l)leTown	0.6375826296%	$3,616.17	$8,436.60	$6,752.46	$10,368.15	$11,491.99	$40,665.37
45.	East Windsor Town	0.2419743793%	$1,372.40	$3,201.84	$2,562.69	$3,934.90	$4,361.42	$15,433.25
46.	Eastford Town	0.0446651958%	**$25333**	$591.02	$473.04	$726.33	$805.06	$2,848.78
47.	Easton Town	. 0.1354961231%	$768.49	$1,792.91	$1,435.00	$2,203.39	$2,442.22	$8,642.01
48.	**Ellington Town**	0.4010047839%	$2,274.37	$5,306.16	$4,246.93	$6,521.00	$7,227.84	$25,576.30
49.	Enfield Town	0.9173431190%	$5,202.88	$12,138.43	$9,715.33	$14,917.52	$16,534.48	.$58,508.64
50.	Essex Town	0.1431870357%	$812.11	$1,894.67	$1,516.46	$2,328.46	-$2,580.85	$9,132.55
51.	Fakfield Town	1.4212308415%	$8,060.78	$18,805.96	$15,051.87	$23,111.57	$25,616.71	$90,646.89
52.	**Farmington Town**	0.6572091547%	$3,727.49	$8,696.30	$6,96032	$10,687.31	$11,845.75	$41,917.17
53_	Franklin Town	0.0446032416%	$252.98	$590.20	$472.38	$725.32	$803.94	$2,844.82
54.	Glastonbury Town	!.0420644550%	$5,910.26	$13,788.77.	$11,036.22	$16,945.69	$18,782.50	$66,463.44
55.	Goshen Town	0.0030464255%	$17.28	$40.31	$32.26	$49.54	$54.91	$194.30
56.	Granby Town	0.2928405247%	$1,660.90	$3,874.91	$3,101..39	$4,762.07	$5,278.25	$18,677.52
57.	**Greenwich Town**	1.5644702467%	$8,873.19	$20,701.33	$16,568.88	$25,440.88	$28,198.51	$99,782.79

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
58.	Griswold Town-	0.3865570141%	$2,192.43	$5,114.99	$4,093.92	*$6,286.06*	$6,967.43 -	**$24,654.83**
59.	Groton Town	1.4033874500%	$7,959.58	$18,569.85	$14,862.90	$22,821.40	$25,295.10	**$89,508.83**
60.	Guilford Town	0.8399392493%	$4,763.87	$11,114.21	$8,895.57	'$13,658.80	$15,139.33	**$53,571.78**
61.	Haddam Town	0.0151716553%	**$86.05**	$200.75	$160.68	$246.72	$273.46	***$967.66***
62.	Hamden Town	1.7724359413%	$10,052.70	$23,453.16	$18,771.39	$28,822.74	$31,946.94	**$113,046.93**
63.	Hampton Town	0.0429454985%	$243.57	*$56826*	$454.82	$698.36	$774.06	**$2,739.07**
64.	Hartford City	5.3268549899%	$30,21226	$70,485.82	*$56,41528*	$86,623.48	$96,012.92	**$339,749.76**
65.	Hartland Town	0.0359782738%	$204.06	$476.07	$381.04	$585.07	$648.48	**$2,294.72**
66.	**Harwin.ton Town**	0.0126363764%	$71.67	*$16721*	**$133.83**	$205.49	$227.76	**$805.96**
67.	**Hebron Town**	0.1593443254%	$903.75	$2,108.47	$1,687.57	$2,59120	$2,872.07	**$10,163.06**
68.	**Kent Town**	0.0835899976%	$474.10	$1,106.08	$885.28	$1,359.31	$1,506.65	**$5,331.42**
69.	Killingly Town	0.6116898413%	$3,469.31	$8,093.98	$6,47824	$9,947.09	$11,025?9	**$39,013.91**
70.	K.illin,,aworth Town	02652963170%	$1,504.68	$3,510.44	$2,809.68	$4,314.16	$4,781.78	**$16,920.74**
71.	Lebanon Town	02746607824%	$1,557.79	$3,634.36	$2,908.86	$4,466.44	$4,950.57	**$17,518.02**
72.	Ledyard Town	0.5514380850%	$3,127.58	$7,296.72	$5,840.13	$8,967.30	*$9,93929*	**$35,171.02**
73.	**Lisbon Town**	0.1156355161%	$655.85	$1,530.11	$1,224.66	$1,880.43	$2,08425	**$7,375.30**
74.	Litchfield Town	0.3481982974%	$1,974.87	$4,607.42	$3,687.67	*$5,6622&*	$6,276.04	**$22,208.28**
75.	Lyme Town	0.0023141411%	$13.13	$30.62	$24.51	$37.63	$41.71	**$147.60**
76.	Madison Town	0.7594223560%	$4,30721	$10,048.80	$8,042.84	$12,349.47	$13,688.07	**$48,436.39**
77.	Manchester Town	1.3929765818%	$7,900.53	$18,432.09	$14,752.64	$22,652.11	$25,107.45	**$88,844.82**
78.	Mansfield Town	0.3058754037%	$1,734.83	$4,047.39	$3,239.44	$4,974.04	$5,513.19	**$19,508.89**
79.	Marlborough Town	0.0766010346%	$434.46	$1,013.60	$811.26	$1,245.66	$1,380.68	**$4,885.66**
80.	Meriden City	1.8508778149%	$10,497.60,	$24,491.l:2	$19;602.15	$30,098.34	$33,360.81	**$118,050.02**
81.	Middlebtiry Town	0.0276033951%	$156.56	*$36525*	$292.34	**$,448.88**	$497.53	$1,760.56

National Opioid Settlements

BROWN GREER
Directing Administrator

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
82.	M:iddlefield Town	.0.00756275554%	$42.89	$100.07	$80.10	$122.98	$136.31	$482.35
83.	M:iddletown City	1.5343128975%	$8,702.14	$20,30228	$16,249.49	$24,950.47	$27,654.94	$97,859.32
84.	Milford City	1.8215679630%	$10,331.37	$24,103.29	$19,291.73	$29,621.71	$32,832.52	$116,180.62
85.	**Monroe Town**	0.4307375445%	$2,443.01	$5,699.59	$4,561.82	$7,004.51	$7,763.75	$27,472.68
86.	Montville Town	0.5806185940%	$3,293.09	$7,682.84	$6,149.17	$9,441.82	$10,46525	$37,032.17
87.	Moms Town	0.0099785725%	$56.60	$132.04	$105.68	$16227	$179.86	$636.45
88.	Naugatuck Borough	1.0644527326%	$6,037.24	$14,085.01	$11,273.33	$17,309.76	$19,186.03	$67,891.37
89.	New Britain City	1.5740557511%	$8,927.55	$20,828.16	$16,670.40	$25,596.75	$28,37128	$100,394.14
90.	**New Canaan Town**	0.6136187204%	$3,48025	$8,119.50	$6,498.67	$9,978.46	$11,060.06	$39,136.94
91.	NewFamie]d Town	0.296203"0448%	$1,679.97	$3,919.41	$3,137.01	$4,816,75	$5,338.86	$18,892.00
92.	New Hartford Town	0.1323482193%	$750.64	$1,75125	$1,401.66	$2,15220	$2,385.49	$8,44124
93.	New Haven City	5.8061427601%	$32,930.63	$76,827.83	$61,491.28	$94,417.50	$104,651.75	$370j18.99
94.	New London City	1.0536729060%	$5,976.10	$13,942.37	$11,159.16	$17,134.47	$18,991.73	$67,203.83
95.	New M:ilfurd Town	1.0565475001%	$5,992.41	$13,980.41	$11,189.61	$17,181.21	$19,043.55	$67,387.19
96.	**Newington Town**	0.7132456565%	$4,045.31_	$9,437.78	$7,553.79	$11,598.56	$12,855.76	$45,491.20
97.	Newtowo Town	0.5964476353%	$3,382.87	$7,89229	$6,316.82	*$9,69923*	$10,750.56	$38,041.77
98.	Norfolk Town	0.0442819100%	$251.15	$585.95	$468.98	$720.10	$798.15	$2,824.33
99.	North Branford Town	0.4795791623%	$2,720.02	$6,345.87	$5,079.09	$7,798.75	$8,644.09	$30,587.82
100.	North Canaan Town	0.0913148022%	$517.91	$1,20829	$967.09	$1,484.93	$1,645.89	$5,824.11
101.	North Haven Towo	0.7922543069%	$4,493.42	$10,483.24	$8,390.55	$12,883.37	$14,279.84	$50,530.42
102.	North Stonin,,oton Town	0.1803885830%	$1,023.11	$2,386.93	$1,910.45	$2,933.42	$3,251.38	$11,505.29
103.	Norwalk City	!.5918210823%	$9,02831	$21,063.24	$16,858.55	$25,885.65	$28,691.49	$101,527.24
104.	Norwich City	!.1639182124%	$6,601.38	$15,401.16	$12,326_74	$18,927.24	$20,978.83	$74,235.35
105.	Old Lyme Town	0.0247921386%	$140.61	$328.05	$26257	$403.16	$446.86	$1,581.25

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
106.	Old Saybrook Town	0.4181170767%	$2,371.43	$5,532.59	$4,428.16	$6,799.28	$7,536.27	**$26,667.73**
107.	**Orange Town**	03683598812%	$2,089.22	$4,874.20	$3,901.20	$5,990.14	$6,639.43	**$23,494.19**
108.	Oxford Town	03955127994%	$2,243.23	$5,233.49	$4,188.77	$6,431.69	$7,128.85	**$25,226.03**
109.	Plainfield Town	0.5352043161%	$3,035.51	$7,081.91	$5,668.20	**$8,70331**	$9,646.69	**$34,135.62**
110.	Plainville Town	0.3937549612%	$2,233.26	$5,210.23	$4,170.15	$6,403.11	$7,097.16	**$25,113.91**
111.	Plymouth Town	0.4213382978%	$2,389-.70	$5,575.22	$4,462.28	$6,851.66	$7,59433	**$26,873.19**
112.	Pomfret Town	O.ll74722050%	$666.27	$1,554.41	$1,244.12	$1,910.29	$2,11736	**$7,492.45**
113.	Portland Town	0.3205523149%	$1,818.07	$4,241.60	$3,394.88	$5,212.71	$5,777.74	**$20,445.00**
114.	Preston Town	0.1319895374%	$748.60	$1,746.51	$1,397.87	$2,146.37	$2,379.02	**$8,418.37**
115.	Prospect Town	0.3056173107%	$1,733.37	$4,043.98	$3,236.71	$4,969.84	$5,508.54	**$19,492.44**
116.	Putnam Town	0.2953254103%	$1,674.99	$3,907.79	$3,127.71	$4,802.48	$5,323.04	**$18,836.01**
117.	**Redding To-wn**	0.1726435223%	$979.18	$2,284.45	$1,828.42	$2,807.47	$3,111.78	**$11,011.30**
118.	Ridgefield Town	0.6645173744%	$3,768.94	$8,793.00	$7,037.72	$10,806.15	$11,977.47	**$42,383.28**
119.	Rocky Hill Town	0.3929175425%	$2,228.51	$5,199.15	$4,161.28	$6,389.49	$7,082.07	**$25,060.50**
120.	Roxbury Town	0.0037924445%	$21.51	$50.1&	$40.16	$61.67	**$68.36**	**$241.88**
121.	Salem Town	0.1075219911%	$609.83	$1,422.75	$1,138.74	$1,748.49	$1,938.01	**$6,857.82**
122.	Salisbury Town	0.1052257347%	$596.81	$1,392.36	$1,114.42	$1,711.14	$1,896.62	**$6,711.35**
123.	Scotland Town•	0.0395212218%	$224.15	$522.95	$418.56	$642.68	$712.34	**$2,520.68**
124.	Seymour Town	0.5301171581%	$3,006.66	$7,014.60	$5,614.33	$8,620.58	$9,555.00	**$33,811.17**
125.	Sharon Town	0.0761294123%.	$431.78	$1,007.36	$806.27	$1,237.99	$1,372.18	**$4,855.58**
126.	Shelton Cify	0.5601099879%	$3,176.77	$7,411.47	$5,931.97	$9,108.32	$10,095.60	**$35,724.13**
127.	Sherman Town	0.0494382353%	$280.40	$654.17	$523.59	$803.95	$891.09	**$3,153.20**
128.	Simsbury Town	0.6988446241%	$3,963.63	$9,247.23	$7,401.27	$11,364.37	$12,596.20	**$44,572.70**
129.	**Somers Town**	0.2491740063%	$1,413.24	$3,297.11	$2,638.93	$4,051.98	$4,491.19	**$15,892.45**

National Opioid Settlements

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
130.	South Wmdsor Town	0.7310935932%	$4,146.53	$9,673.95	$7,742.81	**$11,888.79**	$13,177.46	**$46,629.54**
131.	Southbury Town	0.0581965974%	$330.07	$770.07	$616.34	$946.37	$1,048.95	**$3,711.80**
132.	Southington Town	0.9683065927%	$5,491.93	$12,812.79	$10,255.07	$15,74627	$17,453.06	**$61,759.U**
133.	**Sprague Tov.rn**	0.0874709763%	$496.11	$1,157.43	$926.38	$1,422.42	$1,576.60	**$5,578.94**
134.	Stafford Town	0.3388202949%	$1,921.68	$4,48333	**$3,58835**	$5,509.78	$6,107.00	**$21,610.14**
135.	Stamford City	2.9070395589%	$16;487.82	$38,466.42	$30,787.67	$47,273.28	$52,397.40	**Sl85,4U.59**
136.	**Sterling Town**	0.0949826467%	$538.71	$1,256.83	$1,005.94	$1,544.58	$1,712.00	**$6,058.06**
137.	Stonington Town	0.5576891315%	$3,163.04	$7,379.43	$5,90633	$9,068.95	$10,051.96	**$35,569.71**
138.	Stratford Town	0.9155695700%	$5,192.83	$12,114.97	$9,696.55	$14,888.68	$16,502.51	**$58,395.54**
139.	Suffield Town	03402792315%	$1,929.96	$4,502.63	$3,603.81	$5,533.50	**$6,133.30**	**$21,703.20**
140.	Thomaston Town	02664061562%	$1,510.97	$3,525.13	$2,821.44	$4,33221	$4,801.79	**$16,991.54**
141.	Thompson Town	02673479187%	$1,516.31	$3,537.59	$2,831.41	$4,347.52	$4,818.76	$17,051.59
14?	Tolland Town	0.4342020371%	$2,462.66	$5,745.43	$4,598.52	$7,060.84	$7,826.19	**$27,693.64**
143.	**Torrington City**	1.3652460176%	$7,743.25	$-18,065.16	$14,458.95	$22,201.16	$24,607.63	**$87,076.15**
144.	Trumbull Town	0.7617744403%	$4,320.55	$10,079.92	$8,067.75	$12,387.71	$13,730.46	**$48,586.39**
145.	**Union Town**	0.0153941764%	$87.31	$203.70	$163.04	$250.33	$277.47	**$981.85**
146.	**Vernon Town**	0.7027162157%	$3,985.59	$9,298.46	$7,442 ?8	$11,427.33	$12,665.98	**$44,819.64**
147.	Voluntown Town	0.0733181557%	$415.84	$970.16	$776.49	$1,19227	$1,321.51	$4,676.27
148.	Wallingford Town	1.5350353996%	$8,70624	$20,311.84	$16,257.14	$24,96222	$27,667.96	$97,905.40
149.	**Warren Town**	0.0489758024%	$277.78	$648.06	$518.69	$796.43	$882.76	$3,U3.72
150.	Washington Town	0.1553517897%	$881.11	$2,055.64	$1,64529	$2,52628	- $2,800.11	**$9,908.43**
151.	Waterbury City	4.6192219654%	$26,198.79	$61,122.30	$48,920.93	$75,116.20	$83,25831	**$294,616.53**
152.	Waterford Town	0.7608802056%	$4,315.48	$10,068.09	**$8,058.28**	$12,373.17	$13,714.34	**$48,529.36**
153.	**Watertown Town**	0.6868118808%	$3,895.38	$9,088.01	$7,273.84	$11,168.70	$12,379.31	**$43,805.24**

National Opioid Settlements

BROWN GREER
Directing Administrator

	Subdivision	Exhibit G State Allocation Percentage	Total Payment 1	Total Payment 2	Total Payment 3	Total Payment 4	Total Payment 5	TOTAL 2022 JANSSEN PAYMENT
154.	West Hartford Town	1.6216697477%	$9,197.61	$21,458.20	$17,174.66	·s26,311.04.	$29,229.49	$103,431.00
155.	West Haven City	1.4026972589%	$7,955.66	$18,560.72	$14,855.59	$22,810.18	$25,282.66	$89,464.81
156.	Westbrook Town	0.2586999280%	$1,46727	$3,423.16-	$2,739.82	$4,206.89	$4,662.89	$16,500.03
157.	**Weston Town**	0.3664201329%	$2,07822	$4,848.53	$3,880.66	$5,958.60	$6,604.47	$23,370.48
158.	Westport Town	0.8921084083%	$5,059.76	$11,804.52	$9,448.08	$14,507.16	$16,079.64	$56,899.16
159.	Wethersfield Town	.0.6208707168%	$3,521.39	$8,215.46	$6,575.47	$10,096.39	$11,190.77	$39,599.48
160.	**Willington Town**	0.0975268185%	$553.14	$1,290.49	$1,032.88	$1,585.95	$1,757.85	$6,220.31
161.	Wilton Town	0.6378099925%	$3,617.46	$8,439.61	$6,754.87	$10,371.85	·sll,496.09	$40,679.88
162.	**Winchester Town**	0.3760305376%	$2,132.73	$4,975.70	$3,982.44	$6,114.88	$6,777.6?	$23,983.44
163.	Windham Town	J,0108949901%	$5,733.48	$13,376.33	$10,706.11	$16,438.83	$18,220.69	$64,475.44
164.	Windsor Locks Town	0.3174167624%	$1,800.29	$4,200.11	$3,361.67	- $5,161.72	$5,721.22	$20,245.01
165.	Windsor Town	0.7548324123%	$4,281.17	$9,988.07	$7,99423	$12,274.83	$13,605.34	$48,143.64
166.	Wolcott Town	0.5443693820%	$3,087.49	$7,203.18	$5,76527	$8,852.35	$9,811.89	$34,720.18
167.	**Woodbridge Town**	02435300513%	$1,38123	$3,222.43	$2,579.16	*$3,96020*	$4,389.46	$15,532.48
168.	Woodbmy Town	0.3411988605%	$1,935.17	$4,514.80	$3,61304	$5,548.46	$6,149.88	$21,761.85
169.	Woodmont Borough	0.01731594i2%	.$9821	$229.13	$18339	$281.59	$312.11	$1,104.43
170.	Woodstock Town	0.1817110623%	.$1,030.61	$2,404.43	$1,924.45	$2,954.92	$3,275.22	$11,589.63
171.	TOTALS	100.0000%	$567,168.83	$1,323,216.38	$1,059,072.84	$1,626,165.60	$1;802,431.48	$6,378,055.13

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10136 WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	96,583	96,212			100,837		(96,212)	-100.00%
51210	CLERICAL/TECHNICAL	689,468	693,918			728,795		(693,918)	-100.00%
51220	CUSTODIAL-MAINTENANCE	85,695	87,131			93,336		(87,131)	-100.00%
51810	OVERTIME	0	8,250			150		(8,250)	-100.00%
51910	FRINGE BENEFITS	397	0			0		0	0.00%
51920	FICA	63,771	67,130			70,619		(67,130)	-100.00%
	SUBTOTAL	935,914	952,641	0	0	993,737	0	(952,641)	-100.00%
SERVICES									
52020	POSTAGE	334	366			264		(366)	-100.00%
52070	REIMBURSABLE EXPENSE	778	830			720		(830)	-100.00%
	SUBTOTAL	1,112	1,196	0	0	984	0	(1,196)	-100.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	3,749	4,000			450		(4,000)	-100.00%
53020	OTHER SUPPLIES	3,620	4,000			5		(4,000)	-100.00%
	SUBTOTAL	7,369	8,000	0	0	455	0	(8,000)	-100.00%
EQUIPMENT									
54160	BOOKS/RELATED MATERIAL	43,999	45,000			11,661			-100.00%
	SUBTOTAL	43,999	45,000	0	0	11,661	0	(45,000)	-100.00%
DEPARTMENT TOTAL		988,394	1,006,837	0	0	1,006,837	0	(1,006,837)	-100.00%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

Table of Contents

Table of Contents 1

Function statement 2

Draft of new strategic plan 3

Budget summary 4

Budget explanations 5-7

Personnel worksheet 8-9

Revenue projection and narrative 10

WPL 2023 Year At-A-Glance / Annual Statistics 11-13

WPL Grants and Initiatives.....14

Waterford Public Library, Inc. budget 15

Waterford Public Library, Inc. audit - attached

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

BUDGET FUNCTION

The Waterford Public Library is a town-owned and supported institution maintained for the benefit of the townspeople. By resolution of the Representative Town Meeting to the Town of Waterford, dated August 7, 1967, it was designated to be the *Principal Public Library* of the Town of Waterford. It is operated by the Board of Trustees of the Waterford Public Library, Inc. The Board of Trustees consists of twelve citizens of Waterford. The first selectman, the chair of the RTM Education Committee and the chair of the RTM Finance, Wage & Personnel Committee are ex-officio board members.

The Waterford Public Library is a non-partisan, non-sectarian institution dedicated to serving the public in the areas of education, information and recreation, making its services known and available to all.

The Waterford Public Library, Inc. is a nonprofit corporation with an endowment fund, the income of which is used toward the operation expenses of the Library, supplementing the annual appropriation of the Town. The board's contribution pays for the following:

- Over 80% of new physical library materials for all ages, including books, audio books (digital and on CD), DVDs, magazines, music CDs.
- Subscription access to e-books, e-audiobooks, e-magazines, streaming videos and music.
- Subscription access to online databases.
- All library programs for adults, children and teens, including related promotional materials.
- Furniture, equipment and building improvements, other than capital projects and repairs to building systems and infrastructure.
- Staff attendance at professional conferences, training workshops and continuing education.
- Dues and memberships in professional organizations.

Mission

The newly revised mission of the Waterford Public Library is to enrich, educate and connect our community through discovery and access to ideas, information, technology and entertainment.

FY2023 Highlights

In May of 2023, the library celebrated its 100th anniversary of continuous service to the Waterford community. We marked the occasion with a series of special programs and a family fun fair that attracted over 600 attendees. Most of these events and activities were supported with funding from M&T Bank.

Other highlights included the refresh of the library's mezzanine by removing unused book shelves, installing new carpeting and creating new study and reading spaces for the public. Thanks to a bequest, the library installed two outdoor sets of Adirondack chairs. We added museum passes for the Connecticut River Museum and the Mashantucket Pequot Museum & Research Center; created binge bag collections of themed DVDs; and introduced a new Wonderbook "read-along" collection for children. We also launched a new virtual author series that features three to four bestselling authors online each month.

The library grew its e-news subscriber list to its current level of 1,365, we have 2,853 followers on Facebook and 1,062 on Instagram. All are important tools for marketing and outreach to the community.

This fall, as part of a statewide pilot cohort with a shared consultant, the library developed a new strategic plan that will guide our operations for the next three fiscal years. The draft version of this plan is included in this packet. Our board of trustees will be voting on this draft at its January meeting.

The library staff, our board of trustees and our 6,925 cardholders very much appreciate the ongoing support provided to the library for the benefit of residents and library users by the Town of Waterford.

DRAFT STRATEGIC PLAN

Strategic Plan: Fiscal Years 2025 – 2027 **DRAFT**

Our Purpose: The mission of the Waterford Public Library is to enrich, educate and connect our community through discovery and access to ideas, information, technology and entertainment.

Our Vision: The library aspires to be a welcoming center for a vibrant community. Working together, we will create an inclusive and thriving Waterford.

The Library is a place of

- **Belonging**
- **Connection**
- **Discovery**
- **Education**

Belonging – The Library welcomes all and fosters an inclusive environment.

Goal #1: Serve as a community hub and provide a welcoming space, open to all.

Goal #2: Support and develop the open exchange of diverse perspectives and ideas.

Goal #3: Identify and serve marginalized populations.

Goal #4: Actively seek and listen to community feedback and incorporate input into library services.

Connection – The Library builds relationships.

Goal #1: Provide excellent and equitable customer service.

Goal #2: Foster community engagement and discussion.

Goal #3: Develop spaces for learning, engagement and collaboration.

Goal #4: Discover, cultivate and grow community partnerships.

Discovery – The Library supports innovation and curiosity.

Goal #1: Strengthen community awareness of the library's collections, programs and services.

Goal #2: Incorporate new technologies to increase access.

Goal #3: Adapt new tools and techniques to encourage discovery, innovation and creativity.

Goal #4: Provide opportunities for engagement beyond the physical walls of the library.

Education – The Library provides resources for lifelong learning.

Goal #1: Develop and maintain robust collections that reflect the diversity of our community and the world.

Goal #2: Provide access to ideas, information, technology and entertainment.

Goal #3: Offer engaging and informative programs for all ages.

Goal #4: Promote school readiness with early literacy initiatives for both children and caregivers.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

BUDGET SUMMARY

TOWN OF WATEFORD
GENERAL FUND
2024 -2025

DEPT/AGENCY: WATERFORD PUBLIC LIBRARY

LINE ITEM	DESCRIPTION	2023/2024 DEPT/AGENCY REQUEST	2024/2025 DEPT/AGENCY REQUEST
PERSONNEL COSTS			
51110	ADMINISTRATION	96,212	100,837
51210	CLERICAL/TECHNICAL	693,918	728,795
51220	CUSTODIAL-MAINTENANCE	87,131	93,336
51810	OVERTIME-SUNDAY	8,250	150
51910	FRINGE BENEFITS	0	0
51920	FICA (7.65%)	67,130	70,619
SUBTOTAL		**952,641**	**993,737**
SERVICES			
52020	POSTAGE	366	264
52070	REIMBURSABLE EXPENSE	830	720
SUBTOTAL		**1,196**	**984**
MATERIALS & SUPPLIES			
53010	OFFICE SUPPLIES	4,000	450
53020	OTHER SUPPLIES	4,000	5
SUBTOTAL		**8,000**	**455**
EQUIPMENT			
54160	BOOKS/RELATED MATERIAL	45,000	11,661
SUBTOTAL		**45,000**	**11,661**
DEPARTMENT TOTAL		**1,006,837**	**1,006,837**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

BUDGET EXPLANATIONS BY CATEGORY

51000 SALARIES SERIES

Detailed information on salaries can be found in the *Personnel Worksheet* included in the packet. Personnel costs are calculated for a fiscal year with 261 working days (52.2 weeks) for FT staff. Calculations were made based on the wage schedules approved by the RTM at its December 4, 2023 meeting. The minimum wage/library page rate reflects the state minimum wage.

We are committed to controlling personnel costs. We analyze staffing and usage patterns to make efficient and effective use of personnel at all levels. We re-evaluate all positions as staff members resign or retire, update job descriptions and replace staff only when necessary. Over the past several years, we eliminated positions, zeroed out the clerical and technical substitute budget, reclassified positions and reallocated duties and responsibilities. Additionally, cross training has enabled us to fill short-term gaps due to illness, vacation, attendance at off-site meetings, programs and professional development.

51110 ADMINISTRATION **$100,837**

This line reflects the compensation for the director based on the current non-union management professionals wage schedules.

51210 CLERICAL/TECHNICAL **$728,795**

This line reflects the compensation for four professional librarians (MP) and twelve clerical/technical staff (AS) – full time and regularly scheduled part-time staff, and four library pages. Also included are longevity increases for six full-time employees. Eight part-time staff will receive annual half-step increases.

51220 CUSTODIAL/MAINTENANCE **$93,336**

This line includes the full-time building and grounds manager and two part-time evening and week-end custodians. These employees are responsible for cleaning and maintaining the library building, grounds, and mechanical systems and ensuring a safe, clean, sound, secure environment for customers and staff by sanitizing public and staff areas and workstations and periodic deep cleaning.

51810 OVERTIME/SUNDAY HOURS **$150**

Overtime support of $150 is requested for maintenance and/or custodial work in case of a building, natural disaster, or weather related emergency**. Due to budgetary constraints, for FY2025, we are eliminating Sunday service hours.**

51920 FICA **$70,619**

FICA has been calculated at 7.65%, per Board of Finance guidelines, and is included in the Personnel Worksheet.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

52020 POSTAGE $264

Postage costs include:

- In FY23, we mailed 563 pieces comprised of 335 overdue notices and 228 pieces of library business mail (bill payments, etc.). At this point over 95% of our overdue notices are transmitted via email. In addition, with the institution of automatic renewals and the elimination of most categories of overdue fines, our mailing costs have decreased. The trustee budget pays for all of our fundraising mailing expenses.
- To date, in FY24, we have mailed 159 pieces of mail, 79 of which are overdue notices.
- For FY25, we are anticipating mailing 400 pieces at the current of 66 cents.

Expended FY2023 - $344 Expended FY2022 - $330 Expended FY2021 – $324

52070 REIMBURSABLE EXPENSE $720

As the library does not have a fleet vehicle, this line item is used to reimburse the building and grounds manager for work-related mileage, i.e., trips to the Quaker Hill book drop, vendors, courier runs, etc. Mileage for the last three years has averaged 1,195/year. For the first quarter of FY24, 260 miles have been logged. Therefore, for FY2025, we are anticipating 1,100 miles using the current federal reimbursement rate of 65.5 cents, we calculate our annual cost to be $720.

Expended FY2023 - $778 Expended FY2022 - $716 Expended FY2021- $632

53010 OFFICE SUPPLIES $450

This line item covers library-specific office supplies, which include vendor pre-processing of books, item and customer barcodes, spine labels, repair tape, book covers, video and audio jewel cases, and receipt paper for the circulation desk and self-check station. With the library's membership in a cooperative for purchasing library supplies at discounted prices, the support of the town's purchasing agent and streamlined processes and procedures, we have been able to maintain this line item at the current level of $4,000 or less since 2008. In recent years, due to inflation, we have seen significant price increases in some of these items, such as the processing cost per book, which rose by 35 cents (a 39% cost increase), in 2022. Due to budgetary constraints, we are requesting $450 in this line for FY25.

Expended FY2022 - $3,749 Expended FY2022 - $4,000 Expended FY2021 - $3,957

53020 OTHER SUPPLIES $5

Items purchased in this line item include consumables and cleaning products of all types including paper products, furniture and carpet cleaners, stain removers, lawn and ground supplies, etc. While we do not anticipate that our costs will be lower this year, due to budgetary constraints, we have reduced this line item to $5.

Expended FY2023 - $3,605 Expended FY2022 - $2,907* Expended FY2021 - $3,977

*our FY2022 total is artificially low due to the request to suspend spending in April of 2022.

BUDGET EXPLANATIONS BY CATEGORY (CONTINUED)

54160

BOOKS/RELATED MATERIAL **$11,661**

This line item is the town's contribution, approximately 9% of the total planned FY25 expenditure, for the purchase of the following items:

- Books (regular and large print), DVDs, audio books (Playaways and CD), magazines, newspapers, music CDs, puzzles and video games for adults, children and teens.
- The library now offers for checkout: eight Wi-Fi hotspots, two CD players, two metal detectors, two ukuleles and thirteen museum passes that provide free or discounted admission.
- Access to: downloadable e-books, e-magazines, e-audio books, streaming videos and streaming music for adults, children and teens: *Bookflix* (Scholastic e-books for grades K-3), *hoopla* (e-books, e-audiobooks, music and video streaming), *Kanopy* (film streaming including documentaries, the Great Courses, and international films), *Overdrive*, as part of the Library Connection, Inc. consortium (downloadable e-books and e-audiobooks and magazines using the *Libby* app), and *Tumblebooks* (animated picture books for children).
- Online resources include: *Ancestry Library Edition* (genealogical research), *JobNow* (resume writing, test prep, career resources) and *Transparent Language* (language learning for 110 languages, including English for new speakers and Kidspeak language learning for children.

The library's professionally trained staff continually monitors how the collections are used and looks for new formats, collections and resources to ensure that the community has what it wants and needs. Each year a larger percentage of this budget is allocated for e-content. This investment was especially beneficial to Waterford cardholders who were able to access quality content online from the safety of their homes during the recent pandemic.

Monies are spent on high-demand subjects, best sellers and new books, DVDs, audio books and new formats and collections. Expenditures are reduced or eliminated on categories of minimal use or interest. Similarly, the library continues to review its purchases of materials in response to the availability of information online through either the internet or statewide and proprietary databases.

The library continues to focus on resource sharing with our local library partners at Groton Public, Mystic & Noank and Bill Memorial Libraries. Books and other library materials available at these libraries are shipped to Waterford within a few days of online requests. Library materials from the collections of hundreds of public, academic, school, and special libraries across the State can be requested, picked up and returned to Waterford, thanks to the state-funded interlibrary loan system comprised of *BorrowIT CT* (formerly Connecticard) and *Deliver It! CT* (formerly Connecticar). Additionally, Waterford customers can use their library cards in any of the 192 public libraries throughout Connecticut. The cooperation among libraries and the vast interlibrary loan network in Connecticut greatly expands what an individual library can offer its customers and accounts for savings to a library's materials budget.

The library's goal is to be as responsive as possible to the public while operating in an efficient and cost effective manner. The library board partners with the town and this year will fund over 90% of the total library books, materials and services purchased. Since 2010, the Town has funded this line at a flat rate of $45,000 (reduced to $44,000 for FY2023). Due to budget constraints, we have reduced this line for FY25 to $11,661. Factoring in inflation, to be equal to our 2010 Town funding, this line should be $62,084 to provide the same purchasing power.

Expended FY2023 - $43,999 Expended FY2022 - $44,999 Expended FY2021 - $45,000

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

PERSONNEL WORKSHEET

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 36 WATERFORD PUBLIC LIBRARY
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED / WEEK	HOURLY RATE FY25	SALARY 2023-2024	SALARY 2024-2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A)
51110 - ADMINISTRATION								
12/14/2020	Library Director	40	48.2934	98,377.24	100,836.67	N/A	100,837.67	7,714.01
	TOTALS			**98,377.24**	**100,836.67**	**0.00**	**100,837.67**	**7,714.01**
51210 - CLERICAL TECHNICAL								
09/15/2008	Dept Head Adult services	40	36.7261	74,813.44	76,684.00	1,154.68	77,838.68	5,954.66
08/15/2022	Department Head – Youth Services	40	34.1322	69,529.72	71,268	-	71,268	5,4[illegible]
06/28/2007	Department Head - Tech & Circ Services	40	40.3951	82,287.92	84,345.00	1,270.04	85,615.04	6,549.55
9/4/2016	Technical/Dept Asst – Tech & Circ/Adult	40	29.6935	67,878.20	62,000.00	-	62,000.00	4,7430.00
05/30/2006	Secretary II	35	33.4198	59,586.80	61,058.00	350.00	61,408.00	4,697.71
04/04/2022	Information/Reference Technical Asst- Youth	35	25.5738	45,934.70	46,723.24	-	46,723.24	3,574.33
03/09/1992	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
11/22/1993	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
01/04/1988	Technician II	35	30.3938	53,981.20	55,529.47	600.00	56,129.47	4,293.90
10/31/2022	Tech I - Graphics	14	20.9920	14,790.44	15,340.95	-	15,340.95	1,173.58
05/11/2015	Information/Reference Asst- Adult	22	24.9439	28,341.50	28,645.57	N/A	28,645.57	2,191.39
5/9/2023	Information/Reference Asst- Adult	15	24.9439	28,408.60	19,531.07	N/A	19,531.07	1,494.13
06/10/2019	Information/Reference Asst- Youth	16	26.2120	26,530.80	21,892.26	N/A	21,892.26	1,674.76
11/01/2008	Technician I	16	26.8723	25,819.67	22,443.74	N/A	22,443.74	1,716.95
8/07/2017	Technician I	12	23.7491	14,427.48	14,876.44	N/A	14,876.44	1,138.05
11/25/2022	Technician I	12	20.991	14,769.44	13,148.81	N/A	13,148.81	1,138
8/8/2023	PAGE 1-Library Page I	6	15.7503	4,544.64	4,914.11	N/A	4,914.11	375.93

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

DATE OF HIRE	EMPLOYEE	HOURS WORKED / WEEK	HOURLY RATE FY25	SALARY 2023-2024	SALARY 2024-2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
8/8/2023	PAGE 1-Library Page I	6	15.7503	4,544.64	0	N/A	4,914.11	0
11/13/2023	PAGE 1-Library Page I	6	15.7503	4,787.64	0	N/A	4,914.11	0
05/17/2022	PAGE 1-Library Page I	6	15.8106	4,914.00	4,932.90	N/A	4,932.90	377.37
	TOTALS			**733,610.23**	**724,220.74**	**4,574.72**	**728,795.46**	**55,752.85**
51220 - CUSTODIAL MAINTENANCE								
09/14/2015	Buildings & Grounds Manager	40	33.6489	68,016.00	69,989.76	$ -	69,989.76	5,354.22
06/21/2013	Custodian II	3	29.0112	4,399.20	0	N/A	0	0
02/15/2022	Custodian II	16	22.5800	12,662.91	18,858.82	N/A	13,364.10	1,442.70
9/12/2023	Custodian II	4	21.4900	4,361.76	4,487.11	N/A	4,487.11	343.26
	TOTALS			**89,439.87**	**93,335.69**	**0.00**	**93,335.69**	**7,140.18**
51810 - OVERTIME				**8,250.00**	**150**	**0.00**	**150**	**11.48**
FRINGE F.I.C.A.								**0.00**
TOTALS				**929,677.34**	**918,543.10**	**4,574.72**	**923,117.82**	**70,618.51**
BUDGET TOTAL W/F.I.C.A							**993,736.33**	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

REVENUE PROJECTION

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Library

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax					0
Copy Fees					0
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Library Fines	**$0.00**	**$540.90**	**$608.00**	**$1,459.00**	**$851.20**
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
TOTALS	**$0.00**	**$540.90**	**$608.00**	**$1,459.00**	**$851.20**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

2023 YEAR AT-A-GLANCE / ANNUAL STATISTICS

WATERFORD public library
Discovery begins here.

2023 YEAR AT A GLANCE

124,639
Physical Items Borrowed

24,224
Digital Downloads

469
Programs

16,893
Attended/Participated

509
Meetings Hosted

Wi-Fi Hotspots circulated 152 times
Museum Passes circulated 207 times

6,925
Active Cardholders

8,073
Public Computer Sessions

78,921
Library Visits

Over 32,000 Questions Answered

www.waterfordpubliclibrary.org
63,500 Website Visits

1,207 E-News Subscribers
2,700 Facebook Followers
970 Instagram Followers

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

FISCAL YEAR 2023 LIBRARY STATISTICS

	FY2023	FY2022	% CHANGE
CIRCULATION			
ADULT	96,048	96,865	-1%
CHILDREN	49,732	47,227	5%
TEEN	3,083	3,384	-9%
TOTAL	**148,863**	**147,476**	**1%**
ADULT			
BOOKS	56,505	57,946	-2%
MAGAZINES	1,575	1,708	-8%
VIDEOS	8,896	10,573	-16%
BOOKS-on-CD	1,952	2,211	-12%
PLAYAWAY	879	962	-9%
MUSIC CDs	1,054	1,360	-23%
MUSEUM PASSES	207	133	56%
DOWNLOADS	24,224	21,463	13%
GAMES/LAUNCHPADS	604	440	37%
EQUIPMENT/HOTSPOTS	152	69	120%
TOTAL	**96,048**	**96,865**	**-1%**
CHILDREN			
BOOKS	46,247	43,806	6%
MAGAZINES	155	98	58%
VIDEOS	2,247	2,326	-3%
AUDIOBOOKS	767	675	14%
MUSIC CDs	316	322	-2%
TOTAL	**49,732**	**47,227**	**5%**
TEEN			
BOOKS	3,083	3,384	-9%
DOWNLOADS (ADULT CIRC.)			
E-BOOKS	10,969	10,748	2%
E-AUDIOBOOKS	10,702	8,248	30%
E-MAGAZINES	1,418	1,321	7%
E-VIDEOS	1,064	1,105	-4%
E-MUSIC	71	41	73%
TOTAL	**24,224**	**21,463**	**13%**
CHECK-INS	**112,931**	113,732	-1%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

	FY2023	FY2022	% CHANGE
WEBSITE HITS	**63,500**	**61,830**	**3%**
ONLINE SEARCHES	**3,741**	3,068	22%
ADULT QUESTIONS	16,081	15,210	6%
CHILDREN'S QUESTIONS	5,460	2,925	87%
CIRCULATION DESK QUESTIONS	11,011	9,464	16%
WIFI LOGINS	27,492	19,723	39%
COMPUTER USE			
ADULT	5,618	5,190	8%
CHILDREN	2,455	1,011	143%
TOTAL	**8,073**	**6,201**	**30%**
INTERLIBRARY LOAN			
TO WATERFORD			
GPL, MN, BILL	5,111	4,933	4%
OTHER LIBRARIES	904	758	19%
TOTAL	**6,015**	**5,691**	**6%**
FROM WATERFORD			
GPL, MN, BILL	3,817	3,722	3%
OTHER LIBRARIES	386	574	-33%
TOTAL	**4,203**	**4,296**	**-2%**
CUSTOMER DOOR COUNT	**78,921**	82,368	-4%
borrowIT (C-Card) CIRCULATION	**35,161**	37,047	-5%
PROGRAMS			
ADULT			
SESSIONS	182	239	-24%
ATTENDANCE	2,995	3,106	-4%
CHILDREN			
SESSIONS	248	207	20%
ATTENDANCE	13,525	8,410	61%
TEEN			
SESSIONS	39	26	50%
ATTENDANCE	373	298	25%
LIBRARY CARD REGISTRATION	1,127	1,077	5%
COMMUNITY USE OF MEETING ROOMS	509	306	66%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

GRANTS RECEIVED

In FY2023, the Library received the following programming grants:

Name of Grant	Funder	Amount	Purpose
¡Vamos a la biblioteca!	Community Foundation of Eastern CT	$5,000	To develop the children's and teens' Spanish language collections, to purchase bilingual Wonderbooks and to provide bilingual storytime programs.
Healthy Habits Project	CT State Library	$2,000	To purchase materials and provide summer programs to teach children, teens and families the importance of healthy nutrition.
Summer al fresco concerts	Dominion Energy Foundation	$2,000	To provide summer music on the library's side lawn on five Thursday evenings.
Building Equity Based Summers	CT State Library	$500	Stipend to support equity based initiatives for youth summer reading.
Creating Welcoming Spaces for All	Kelsey S. Harrington Foundation	$2,000	To support the creation of a sensory bin to support youth on the autism spectrum while using the library, to purchase sensory friendly furniture for the children's room and to fund art classes for youth and adults with intellectual and developmental disabilities.
General programming support	M&T Bank Foundation	$3,000	M&T bank funded a financial literacy program for teens given by Patrina Dixon and supported the library's 100th anniversary programs and fair.
STEAM programming for children	Rotary Club of Waterford	$500	To provide summer STEAM programs for children.
		$15,000	

CURRENT INITIATIVES

As presented in this report, the library is in the final stages of creating our new strategic plan. Staff will be writing objectives as part of annual action plans to help support each of our stated goals and areas of focus for the next three fiscal years.

We are hoping to receive grant funding for an outdoor Storywalk® to enhance the new Town Center park adjacent to the library and to continue our popular al fresco summer concert series.

Long-term, the library is seeking grant funds to provide ADA elevator access to all three levels of our building and to update the lower level restrooms to make them accessible.

Thank you for your attention to this report.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Waterford Public Library

WATERFORD PUBLIC LIBRARY, INC. BUDGET

THE WATERFORD PUBLIC LIBRARY, INC.
501c3 Account

FY2025 Budgeted Library Support

Auditor	$5,000
Books & materials	$87,459
Building maintenance & improvement	$3,000
Dues, conferences, education	$3,500
Furniture & shelving	$3,500
Innovation & Miscellaneous	$1,500
Insurance	$191
Office equipment & supplies	$6,500
On-line subscriptions	$29,000
Programs & community relations	$11,000
Public copier lease & fees	$4,200
Special Projects	$2,500
TOTAL EXPENDITURES	**$157,350**
FUNDS ANTICIPATED FY2024	**$100,638**
FUNDS APPROPRIATED FY2023/FUNDS RECEIVED FY2023	**$120,871/$121,000**

Statement by Aaron Rosenberg, President of the Waterford Public Library Board

As we celebrated the 100th anniversary of the Waterford Public Library this year, it became abundantly clear that the more things change, the more they stay the same. Yes, we have evolved from a modest collection in a small facility to the vast and varied books and materials both in person and online, as well as computers, and engaging programs in our modern, inviting facility. And yet, we pride ourselves on the same warm, friendly staff eager to serve our residents. We consistently have been a hub of the town, where all are able to discover enlightening, edifying and entertaining ways to enrich their lives. And remarkably, these are available to every citizen at no expense.

The Library would not be able to maintain the high standards to which our community depends without the generous support of our town leadership. I can think of no better investment in the intellectual, cultural and social dimensions of our town than upholding the extraordinary contributions of the Waterford Public Library.

THE WATERFORD PUBLIC LIBRARY, INC.

FINANCIAL STATEMENTS
JUNE 30, 2023
(WITH SUMMARIZED COMPARATIVE FINANCIAL INFORMATION FOR THE YEAR ENDED JUNE 30, 2022)

TOGETHER WITH INDEPENDENT AUDITOR'S REPORT

THE WATERFORD PUBLIC LIBRARY, INC.
TABLE OF CONTENTS
JUNE 30, 2023

	Page
Independent Auditor's Report	1
Financial Statements	
Statement of Assets, Liabilities, and Net Assets – Modified Cash Basis	3
Statement of Revenues, Expenses, and Changes in Net Assets – Modified Cash Basis	4
Statement of Functional Expenses – Modified Cash Basis	5
Notes to Financial Statements	6

GS&B
GARVEY, STEELE · BANCROFT
Certified Public Accountants & Advisors

INDEPENDENT AUDITOR'S REPORT

To the Board of Trustees
The Waterford Public Library, Inc.
Waterford, Connecticut

Opinion
We have audited the accompanying financial statements of The Waterford Public Library, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets - modified cash basis as of June 30, 2023, and the related statements of revenues, expenses, and changes in net assets - modified cash basis, and statement of functional expenses - modified cash basis, for the year then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of The Waterford Public Library, Inc. as of June 30, 2023, and its support, revenue, and expenses for the year then ended in accordance with the modified cash basis of accounting as described in Note 1.

Basis for Opinion
We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of The Waterford Public Library, Inc. and to meet our other ethical responsibilities in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Basis of Accounting
We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

Management's Responsibility for the Financial Statements
Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting described in Note 1, and for determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibilities for the Audit of the Financial Statements
Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue the auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting in error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that,

individually or in the aggregate, they would influence the judgement made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of The Waterford Public Library, Inc.'s internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgement, there are conditions or events, considered in the aggregate, that raise substantial doubt about The Waterford Public Library, Inc.'s ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Summarized Comparative Information

We have previously audited The Waterford Public Library, Inc.'s 2022 financial statements, and we expressed an unmodified opinion on those audited financial statements in our report dated October 3, 2022. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects, with the audited financial statements from which it has been derived.

Garvey, Ouellette & Barnett, LLP

Mystic, Connecticut
September 14, 2023

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS - MODIFIED CASH BASIS
JUNE 30, 2023
(with summarized financial information for 2022)

ASSETS	2023	2022
Current Assets		
Cash and cash equivalents	$ 16,198	$ 8,869
Total current assets	16,198	8,869
Investments		
Board designated endowment	3,287,467	2,997,806
Total investments	3,287,467	2,997,806
Non-current Assets		
Art collections	55,600	55,600
Total non-current assets	55,600	55,600
Total assets	$ 3,359,265	$ 3,062,275
LIABILITIES AND NET ASSETS		
Net Assets		
Net assets without donor restrictions:		
Available for operations	$ 59,680	$ 58,055
Board designated endowment	3,287,467	2,997,806
Total net assets without donor restrictions	3,347,147	3,055,861
Net assets with donor restrictions	12,118	6,414
Total net assets	3,359,265	3,062,275
Total liabilities and net assets	$ 3,359,265	$ 3,062,275

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(with summarized financial information for 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 2023	Total 2022
SUPPORT AND REVENUE				
Grants	$ -	$ 15,541	$ 15,541	$ 39,711
Annual mailing appeal	30,282	-	30,282	28,779
Other fundraising	9,908	-	9,908	341
Contributions and bequests	15,715	-	15,715	14,819
Intergovernmental	13,915	-	13,915	15,152
Book sales and service	7,066	-	7,066	6,565
Investment income, net	65,151	-	65,151	30,422
Gain (loss) on investment	310,510	-	310,510	(494,530)
Miscellaneous	9,199	-	9,199	8,537
Net assets released from restriction:				
Satisfaction of time or purpose requirement	9,837	(9,837)	-	-
Total support and revenue	471,583	5,704	477,287	(350,204)
EXPENSES				
Program services	173,881	-	173,881	157,858
Management and general	4,691	-	4,691	4,491
Fundraising	1,725	-	1,725	1,361
Total expenses	180,297	-	180,297	163,710
Change in net assets	291,286	5,704	296,990	(513,914)
Net assets, beginning	3,055,861	6,414	3,062,275	3,576,189
Net assets, ending	$ 3,347,147	$ 12,118	$ 3,359,265	$ 3,062,275

See accompanying notes to the financial statements

THE WATERFORD PUBLIC LIBRARY, INC.
STATEMENT OF FUNCTIONAL EXPENSES - MODIFIED CASH BASIS
FOR THE YEAR ENDED JUNE 30, 2023
(with summarized financial information for 2022)

	Program Services	Management and General	Fundraising	Total 2023	Total 2022
Accounting	$ -	$ 4,500	$ -	$ 4,500	$ 4,300
Occupancy	20,731	-	-	20,731	2,777
Conferences	3,532	-	-	3,532	2,638
Insurance	-	191	-	191	191
Books and library materials	80,794	-	-	80,794	73,316
Online resources	26,452	-	-	26,452	22,571
Public relations	14,352	-	-	14,352	13,001
Grant expense	9,837	-	-	9,837	34,647
Office supplies	6,575	-	-	6,575	4,002
Special projects	6,502	-	-	6,502	-
Miscellaneous	3,856	-	-	3,856	3,716
Museum passes	1,250	-	-	1,250	1,190
Fundraising	-	-	1,725	1,725	1,361
Total expenditures	$ 173,881	$ 4,691	$ 1,725	$ 180,297	$ 163,710

See accompanying notes to the financial statements

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities
The Waterford Public Library, Inc. (the Library) was formed to establish and perpetually maintain a free public library for the benefit of the inhabitants of the Town of Waterford, and to promote all the purposes which usually appertain to such libraries.

Basis of Accounting and Presentation
The financial statements of the Library have been prepared on the modified cash basis of accounting. Revenues are recognized when received and expenses are recognized when paid. Contributions of collections are recognized at fair market value when gifted.

Use of Estimates
The preparation of financial statements in accordance with the modified cash basis of accounting requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. These estimates are based on information available at the time the financial statements are prepared. Actual amounts or results could differ from these estimates.

Reclassifications
Certain reclassifications and adjustments have been made to the financial statements of the prior year in order to conform to the current year presentation. These reclassifications have no effect on previously reported net income or total net assets.

Net Asset Categories
To ensure observance of limitations and restrictions placed on the use of resources available to the Library, the accounts of the Library are maintained in the following net asset categories:

Net assets without donor restrictions – Net assets that are not subject to donor-imposed stipulations but may be designated for specific purposes by the Board of Trustees (the Board).

- *Board designated endowment* – The Board has designated a portion of net assets without donor restrictions that represents the market value of the Library's endowment fund to emphasize that this portion of net assets without donor restrictions is available for current operations only to the extent that is set forth in the annual budget, subject to the endowment investment spending policy. See *Note 4* for more detail on the Library's board designated endowment.

Net assets with donor restrictions – Net assets subject to donor-imposed stipulations that may or will be met either by the actions of the Library and/or the passage of time, or which may be perpetual. When a restriction is satisfied, the associated amount is reclassified from net assets with donor restrictions to net assets without donor restrictions and is reported in the Statement of Revenues, Expenses, and Changes in Net Assets – Modified Cash Basis as net assets released from restrictions. See *Note 5* for more detail on the Library's net assets with donor restrictions, which primarily consist of unspent grants.

Prior Year Summarized Financial Information
The financial statements include certain prior year summarized financial information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with the modified cash basis of accounting. Accordingly, such information should be read in conjunction with the Library's audited financial statements as of and for the year ended June 30, 2022, from which the summarized information was derived.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Liquidity
Assets are presented in the accompanying Statement of Assets, Liabilities, and Net Assets – Modified Cash Basis according to their nearness of conversion to cash and liabilities according to the nearness of their maturity and resulting use of cash.

Cash and Cash Equivalents
Cash and cash equivalents include cash on hand and highly liquid debt instruments with maturities of three months or less at the date of purchase. This policy does not apply to funds with donor-imposed restrictions. The Library maintains cash balances at one financial institution and such deposits may, at times, exceed federal depository insurance limits.

Property and Equipment
Property and equipment acquisitions which exceed $1,000 become the property of the Town of Waterford. The Library expenses as program services all acquisitions less than $1,000. Maintenance and repairs are charged to expense as incurred.

Art Collections
As of July 1, 2005, the Library capitalized its art collection retroactively in conformity with accounting principles generally accepted in the United States of America (US GAAP). The art collection items acquired prior to July 1, 2005 were appraised and they were determined to have a value of $55,000. Subsequent to July 1, 2005, art collection items acquired by the Library will be recorded at fair market value if donated, and at cost if purchased.

Investments
Investments in marketable equity securities with readily determined fair values and investments in debt securities are carried at fair value. Fair value is determined based on quoted market price (all Level 1 measurements). Realized and unrealized gains and losses on these investments are reported in the Statement of Revenues, Expenses, and Changes in Net Assets – Modified Cash Basis, as increases or decreases in net assets without donor restrictions unless their use is restricted by explicit donor stipulations or by law. Investment income and gains restricted by donors are reported as increases in net assets without donor restrictions if the restrictions are met in the same reporting period in which the income and gains are recognized.

Fair Value of Financial Instruments
US GAAP defines fair value and establishes a framework that includes a hierarchy that categorizes and prioritizes the sources used to measure and disclose fair value. Fair value is defined as the price that would be received in a sale of an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. The hierarchy is broken down into three levels of input that market participants would use in valuing the asset or liability, which can be summarized as follows:

Level 1 – Quoted prices in active markets for identical assets or liabilities.
Level 2 – Quoted prices for similar assets and liabilities in active markets.
Level 3 – Valuation based on inputs that are unobservable therefore requiring management's best estimate of what market participants would use as fair value.

The level of a financial instrument within the fair value hierarchy is based on the lowest, or least observable, level of input that is significant to the fair value measurement. Fair value estimates discussed herein are based upon certain market assumptions and pertinent information available to management. The respective carrying value of certain on-balance-sheet financial instruments approximates their fair values due to the short-term nature of these instruments.

At June 30, 2023, the Library's Level 1 financial assets consist of investments which are valued at quoted market prices in active markets for identical assets. The Library had no Level 2 or 3 financial assets.

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Income Tax Status
The Library is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. In addition, the Library qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation under Section 509(a)(2). The Library currently has no unrelated business income. Accordingly, no provision for income taxes has been recorded.

The Library did not recognize any liability for uncertain tax positions as defined by US GAAP.

The Library's tax return for the year ended June 30, 2023 is subject to examination by the IRS, generally for three years after it has been filed.

Subsequent Events
Management evaluated subsequent events through September 14, 2023, the date these financial statements were available to be issued.

NOTE 2 – CONCENTRATIONS

Support and Revenue
The Library receives significant support in the form of salaries and fringe benefits paid to the Town of Waterford employees who provide librarian staffing services to the Library and the use of the Library facilities which are owned by the Town of Waterford. Any significant reduction in the level of this support would have a negative impact on the Library's programs and activities.

Credit Risks
The Library's financial instruments that are exposed to concentrations of credit risk consist of cash and cash equivalents and investments. The Library places its cash deposits with high credit quality institutions. Such deposits are fully covered by federal depository insurance. Investments are considered by management to be sufficiently diversified to minimize individual investment and industry concentration risks. However, investments are subject to risks of the securities market as a whole.

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS

The cost and fair market value of the Library's investments (all Level 1) at June 30, 2023 and 2022 were as follows:

June 30, 2023	Adjusted Cost	Unrealized Gains	Unrealized Loss	Estimated Fair Value
Equities	$ 1,271,118	$ 710,468	$ -	$ 1,981,586
Bond funds	229,588	-	-	229,588
US Treasuries	475,778	-	(5,036)	470,742
Exchange traded funds	338,884	202,980	-	541,864
Corporate stocks	23,559	866	-	24,425
Money market funds	39,262	-	-	39,262
	$ 2,378,189	$ 914,314	$ (5,036)	$ 3,287,467

NOTE 3 – INVESTMENTS AND FAIR VALUE MEASUREMENTS (Continued)

June 30, 2022	Adjusted Cost	Unrealized Gains	Unrealized Loss	Estimated Fair Value
Equities	$ 1,271,118	$ 436,855	$ (8,183)	$ 1,699,790
Bond funds	-	-	-	-
US Treasuries	789,153	30	(5,406)	783,777
Exchange traded funds	338,884	124,017	-	462,901
Corporate stocks	23,559	1,206	-	24,765
Money market funds	26,573	-	-	26,573
	$ 2,449,287	$ 562,108	$ (13,589)	$ 2,997,806

A summary of the Library's investment return is presented below at June 30, 2023 and 2022:

	2023	2022
Interest and dividends	$ 75,626	$ 43,098
Investment management fees	(10,475)	(12,676)
Realized losses	(25)	(34,371)
Unrealized losses	310,535	(460,159)
Total return on investments	$ 375,661	$ (464,108)

Management evaluates the Library's investment portfolio for other-than-temporary impairment at least on a quarterly basis, and more frequently when economic or market conditions warrant such an evaluation. Consideration is given to the length of time and the extent to which fair value has been less than cost, the financial condition of the issuer, and the intent and ability of the Library to retain the investment until a recovery value is achieved.

Maturities on the Library's investments at June 30, 2023 and 2022 were as follows:

	2023		2022	
	Amount	% to Total	Amount	% to Total
Less than one year	$ 3,287,467	100%	$ 2,525,712	84%
One to five years	-	0%	472,094	16%
	$ 3,287,467	100%	$ 2,997,806	100%

NOTE 4 – BOARD DESIGNATED ENDOWMENT

The Library's endowment consists of funds designated by the Board to function as endowments. The Board designated endowment consists of the fair market value of the investment funds, without accrued interest. As required by generally accepted accounting principles, net assets associated with endowments, including funds designated as endowments, are classified and reported based on the existence or absence of donor-imposed restrictions.

NOTE 4 – BOARD DESIGNATED ENDOWMENT (Continued)

Changes in endowment net assets for the years ended June 30, 2023 and 2022 were as follows:

	2023	2022
Board designated endowment assets, beginning of year	$ 2,997,806	$ 3,502,179
Investment income	75,626	43,098
Net realized and unrealized losses	310,510	(494,530)
Total investment return	386,136	(451,432)
Contributions	35,000	29,735
Endowment funds utilized for operations	(121,000)	(70,000)
Investment fees	(10,475)	(12,676)
Board designated endowment assets, end of year	$ 3,287,467	$ 2,997,806

Return Objectives and Risk Parameters

The Library has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Actual returns in any given year may vary from this amount. Endowment assets include those funds designated as endowment by the Board.

Strategies Employed for Achieving Objectives

To satisfy its long-term rate-of-return objective, the Library relies on a total return strategy in which the investment returns are achieved through both a capital appreciation (realized and unrealized) and current yield (interest and dividends). The general policy is to diversify investments within both equity and fixed-income securities so as to provide a balance that will enhance total return while avoiding undue risk concentration in any single asset class or investment category.

Spending Policy and How the Investment Objectives Relate to Spending Policies

The investments are comprised of a board designated endowment fund. With regards to these funds, the Library has adopted an investment policy with the primary objective of providing resources and appropriate oversight of the funds to further the mission statement of the Library, now and in the future. As part of the investment policy, the Library has adopted a spending policy by which the Board shall limit allocated endowment funding in any fiscal year to between 3% and 5% of the average market value of the board designated endowment fund for the previous three prior fiscal years ending June 30.

Additionally, the Board has designated the Finance Committee (the Committee) to effectively oversee the management of the endowment fund. The Committee is charged with having a semiannual account review between themselves and the outside investment managers to review the performance of the investments.

NOTE 5 – NET ASSETS WITH DONOR RESTRICTIONS

At June 30, 2023 and 2022, net assets with donor restrictions consisted of the following:

	2023	2022
Purpose restriction:		
Unspent grants	$ 12,118	$ 6,414

The restrictions placed on the funds by the donors stipulate when the funds may be used (timing restriction). All of the funds with restrictions are expected to be spent in the following year. Net assets with donor restrictions were released from restriction by incurring expenses satisfying the restricted purpose specified by the donor or by the passage of time. The net assets released from restrictions for the years ending June 30, 2023 and 2022 were $9,837 and $35,027, respectively.

NOTE 6 – LIQUIDITY AND AVAILABLE FOR GENERAL EXPENDITURE

The following table reflects the Library's financial assets as of June 30, 2023 and 2022, reduced by amounts not available for general use within one year in accordance with its Investment Policy and due to contractual or donor-imposed restrictions:

	2023	2022
Financial assets		
Cash and cash equivalents	$ 16,198	$ 8,869
Investments	3,287,467	2,997,806
Financial assets, end of year	3,303,665	3,006,675
Less: those unavailable for general expenditure in one year		
Net assets with donor restrictions	12,118	6,414
Board designated endowment and reserve funds not currently authorized for expenditure (96%)	3,155,968	2,877,894
Financial assets available for general expenditure within one year	$ 135,579	$ 122,367

Board designated endowment funds are authorized by the Board for expenditure.

Waterford Public Library
Board of Trustees

Minutes of Meeting of 18 December 2023

1. President Rosenberg called the meeting to order at 6:05 p.m.
Trustees present: L. Couture, R. Kyne, J. Lehet, J Merrill, G. Ritter, A. Robarge, A. Rosenberg and M. Wagner. Also present, C. Johnson, Library Director. Not present: E. Boyce, N. Dragoli, C. Giordano and A. Simpson*

*due to Zoom connection problems.

With a quorum present virtually, the trustees of the Waterford Public Library addressed two issues.

The first was the Library's FY2025 Town Budget Request. In approving the Budget Request document prepared by Director Christine Johnson, we agreed upon the figure of $1,006,837 which represents a zero increase budget per the directive of the First Selectman.

The second item for discussion was the FY2025 Trust Budget, that is, the amount of funds from the Endowment to supplement books, materials, programs and other special library needs. As per our discussion at the Nov. 14, 2023 Board Meeting, we agreed to transfer $115,000 representing 3.52% of the rolling three-year average value of the endowment.

The meeting was adjourned at 6:22 p.m.

Respectfully submitted,
Joy Merrill, Secretary
December 26, 2023

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: **10122** **EMERGENCY MANAGEMENT**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	Department Request $ Increase	Department Request % Increase
PERSONNEL COSTS								
51110	ADMINISTRATION	80,689	80,380		42,428	94,689	14,309	17.80%
51210	CLERICAL/TECHNICAL	3,393	3,640		9,707	33,591	29,951	822.83%
51240	DISPATCH EDUCATION INCENTIVE	1,200	2,300		1940	3,000	700	30.43%
51440	DISPATCH PERSONNEL	523,718	695,767	(15,000)	270,383	738,164	42,397	6.09%
51810	DISPATCH OVERTIME	197,921	134,547		67,562	120,829	(13,718)	-10.20%
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800	0	0.00%
51830	TRAINING OVERTIME	11,248	7,335	15,000	13,661	24,000	16,665	227.20%
51920	FICA	60,626	70,722		29,949	78,304	7,582	10.72%
	SUBTOTAL	**878,795**	**996,491**	**0**	**435,630**	**1,094,377**	**97,886**	**9.82%**
SERVICES								
52010	ADVERTISING	200	200		0	200	0	0.00%
52020	POSTAGE	1	1,000		0	500	(500)	-50.00%
52030	PROFESSIONAL FEES	1,140	1,000		0	1,000	0	0.00%
52040	SERVICE CONT & REPAIR	44,733	36,941		3,657	43,480	6,539	17.70%
52050	DUES, CONF., & EDUCATION	13,431	21,933		4,998	21,039	(894)	-4.08%
52060	PRINTING	2	200		5	200	0	0.00%
52080	TELEPHONE	21,098	20,688		8,703	20,136	(552)	-2.67%
52300	TRAINING, EDUC & EMERG	259	2,600		92	2,600	0	0.00%
52370	DISPATCH CLOTHING ALLOWANCE	2,776	4,000		200	4,000	0	0.00%
52415	GENERATOR MAINTENANCE	4,689	6,200		1,545	6,200	0	0.00%
	SUBTOTAL	**88,329**	**94,762**	**0**	**19,200**	**99,355**	**4,593**	**4.85%**
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	293	250		0	250	0	0.00%
53020	OTHER SUPPLIES	996	1,030		403	1,030	0	0.00%
53090	FUELS & LUBRICANTS	612	1,030		231	750	(280)	-27.18%
53120	SHELTER SUPPLIES	0	600		0	600	0	0.00%
53130	RADIOLOGICAL SUPPLIES	254	400		0	400	0	0.00%
	SUBTOTAL	**2,155**	**3,310**	**0**	**634**	**3,030**	**(280)**	**-8.46%**
EQUIPMENT								
54120	DISPATCH CENTER EQUIPMENT						0	0.00%
	SUBTOTAL	**0**	**0**	**0**	**0**	**0**	**0**	**0.00%**
DEPARTMENT TOTAL		**969,279**	**1,094,563**	**0**	**455,464**	**1,196,762**	**102,199**	**9.34%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT

BUDGET FUNCTION

The Waterford Emergency Management Department is the managerial function charged with creating the framework within which the Town of Waterford reduces vulnerability to hazards and copes with disasters. The Emergency Management Department protects the community by coordinating and integrating all activities necessary to build, sustain, and improve the capability to mitigate against, prepare for, respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. This is accomplished through partnerships and cooperation with surrounding towns, State and Federal agencies, as well as commercial organizations.

The Waterford Emergency Communications Center employs ten full-time dispatchers and three part-time dispatchers. The primary purpose of the Waterford Emergency Communications Center is to receive, process and disseminate information to police, fire, Waterford Ambulance Service, YNHH Lawrence + Memorial Hospital Paramedics and neighboring public safety agencies. The Waterford Emergency Communications Center is a 24 hours per day, 365 days per year operation that works with every Town of Waterford Department and the Board of Education. The Waterford Emergency Communications Center is in constant communication with Public Works crews and utility companies during storms. The Waterford Emergency Communications Center serves as the core of the Waterford Community-wide Emergency Action Plan and information center, and disseminates information to other Emergency Operations Centers within the Emergency Planning Zone (EPZ) surrounding Millstone Power Station.

The Waterford Emergency Management Department continues its partnerships with the City of New London, New London Port Area Marine Group, the Millstone nuclear power facility, the Connecticut Department of Emergency Management & Homeland Security (DEMHS), CT DEHMS Region IV, the Connecticut Department of Energy & Environmental Protection as well as several other government and non-governmental agencies.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT

FY2025 BUDGET SUMMARY

The proposed FY 2024/25 Emergency Management Department budget is $1,197,042. This represents an increase of $102,479 (9.3%) over the FY 2023/24 approved budget. Personnel costs represent 93.8% of the total budget while operations represents 6.2%. The majority of line items have no change or minimal change.

I prepared this fiscally conservative budget while limiting spending where able, moving funding where necessary and increasing funding only when required to meet department mandates.

The most significant changes to this year's proposed budget are shown in the table below:

UPSEU Contracted Wage Increase	2.5%
51110 Administration Increase	$14,309
51210 Clerical/Technical	$29,951
51440 Dispatch Personnel Increase	$42,397
51920 FICA Increase	$7,582
51810 Dispatch Overtime	-$13,718
51830 Training Overtime	$16,665

The proposed FY 2024/25 Emergency Management and Waterford Emergency Communications Center budget allows the Town of Waterford to maintain current Federal and State standards of acceptance. As the Town of Waterford has a nuclear power plant within its borders, the WECC must comply with required objectives from the Nuclear Regulatory Commission while being prepared for natural and storm related emergencies and disasters.

This budget represents three municipal responsibilities; Emergency Management, the Waterford Emergency Communications Center and some aspects of the Town-wide P25 radio system. The majority of costs for the Town-wide P25 radio system are for radio shelter expenses.

Series changes (up and down) are explained below:

51000 series – This series represents 93.8% of the Emergency Management budget. It is up 9.8% due to contractual raises and the assignment of a part-time Community Safety Educator to the department for 15 hours per week. Additionally the Emergency Management Director received an annual Non-Union Management Professionals' increase retroactively for FY 24 and upcoming for FY25.

52000 series – This series increased by $4,593. Savings were realized in some areas and $5,000 was added for the cost of alarm monitoring for ten town buildings.

53000 series – There were no changes to this series.

DEPARTMENT METRICS

9-1-1 Calls
The Waterford Emergency Communications Center (WECC) handled 23,880 9-1-1 calls during FY23. That is an average of three 9-1-1 calls per hour for every hour of the year. This was down from the 26,128 9-1-1 calls received during FY22.

Police Dispatch
The WECC handled 32,653 routine and emergency calls for assignment to the police department in FY23. This was a slight decrease of 154 from FY22.

Fire/EMS Dispatch
The WECC handled 20,026 routine and emergency calls for assignment to fire/EMS in FY23. This was a slight decrease of 446 from FY22.

BUDGET EXPLANATIONS BY CATEGORY

51110 - ADMINISTRATION
$14,309 increase – This position was removed from the Waterford General Government Administrators Union in FY24 and was changed to a Non-Union Management Professionals, department-head position. The salary was adjusted to reflect this change. There was also a Non-Union Management Professionals increase of 2.25% for FY24 that was not budgeted in FY24 as it was not enacted until December, 2023. There is a pre-approved 2.5% Non-Union Management Professionals increase for FY25. A portion of this salary is eligible for reimbursement through the Emergency Management Performance Grant (EMPG) program and the Nuclear Safety Emergency Program (NSEP). The reimbursement varies slightly each year; EMPG can be up to 25% and NSEP is 25%. These reimbursements go into the general fund.

51210 – CLERICAL/TECHNICAL
This line has increased by $29,951. This increase is due to a contractual pay increase and the assignment of a part-time Community Safety Educator to the Emergency Management Department for 15 hours per week beginning partially in FY24.

51240-DISPATCH EDUCATION INCENTIVE
An amount of ten dollars ($10.00) per annum per college credit shall be paid to any employee who successfully completed a course at an accredited college or university within the field of emergency communications provided that the employee has completed his/her probationary period and that payment under this provision shall not be made for more than one hundred and twenty (120) credits cumulative. There are currently two dispatchers with bachelor's degrees and one with an associate's degree.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: EMERGENCY MANAGEMENT

51440 – DISPATCH PERSONNEL

$42,397 increase – 6.09% increase due to contractual increases in the UPSEU Waterford Public Safety Dispatchers' Union collective bargaining agreement. This line item includes the salaries for ten (10) public safety dispatchers who operate the Emergency Communications Center. This includes annual increases as well as step increases and payouts for unused holiday time. Also included are part time dispatchers' wages. There are currently three fully trained part-time dispatchers. Part-time dispatchers are crucial to helping control over-time costs.

51810 – DISPATCH OVERTIME

$13,718 decrease – This decrease is due to moving funding to Training Overtime to more accurately track where funding is being used. This line item is designed to provide funding to cover shifts, which are vacant because of authorized approved time off, and/or vacancies that have been created by resignations or retirements. There are currently two full-time vacancies. A selection/hiring process is underway to fill these two positions to bring the department to full staffing levels. Training for the new hires will not be complete until sometime in FY25.

51823 – EMERGENCY PERSONNEL

This line item is for emergency workers' salaries to attend and/or instruct emergency management education and training programs, assist during emergencies, participate in drills and emergency information data input. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Emergency Fund.

51830 – TRAINING OVERTIME

$16,665 Increase. This increase is due to moving funds from Dispatch Overtime to more accurately track where funding is used and for contractual pay increases. Training overtime is related to wages, which are paid at a time and a half rate for recertification training and other training that may be required for certification and for the replacement of dispatchers who attend training in lieu of their scheduled shift. The full-time and part-time dispatchers are required to have a minimum of 16 hours of training for Emergency Medical Dispatching (EMD), COLLECT, and CPR. The line allows for APCO in-service trainings, such as caller interrogation, crisis intervention, and active shooter. These trainings will help the dispatchers provide better customer service to residents and visitors to the Town of Waterford.

51920 – FICA

This amount is 7.65% of the total of all personnel in the 51000 series. This line increases with wage increases.

52010 - ADVERTISING

The amount requested will be used for placing emergency procedures, public information notices and legal ads. This line has not changed.

52020 –POSTAGE

This amount is used for routine correspondence and mailings for the Emergency Management Department, Emergency Management Advisory Council and the Dispatch Center. This line is now also used for quarterly mailings to approximately 500 residents of town who are in the Emergency Management Department's "needs assistance" database and require assistance during emergencies and/or evacuations.

52030-PROFESSIONAL FEES

The Dispatch Center has been required to utilize outside professional resources that may include but is not limited to, psychologists, therapists, professional doctors, evaluators and consultants; all of whom perform tasks required by our agency. Language and document interpretation services are included in this section. Professional advice from training counselors is also commonplace. Dispatchers' physicals and confidential counseling is also taken from this line item.

52040 – SERVICE CONTRACT AND REPAIRS

$6,539 increase – This increase is due to the addition of commercial alarm monitoring costs for ten town buildings. There is a savings to the town as the replacement of the town's alarm monitoring equipment would have cost tens of thousands of dollars and would require annual fees for maintenance and licensing. Some utilities also had slight increases.

52050 – DUES, CONFERENCES AND EDUCATION

This line item covers all conferences and training for the Communications Center and Emergency Management as well as the contractual requirement of college reimbursement.

52060 – PRINTING

This amount will be used for the items that cannot be printed in the town print room, such as but not limited to, poster size enlargements for the EOC with radiological and evacuation informational updates, and color Millstone zone maps, plow routes for DPW, and maps of all roadways for storm related incidents. Most expenses are eligible for up to 50% reimbursement under the state and local assistance program.

52080 – TELEPHONE

$552 decrease - Covered in this line item for the Dispatch Center, Emergency Management Office and the Emergency Operations Center are the routine telephone expenses for business telephones, remote lines that connect radio equipment in town; computer lines, cellular phones, and (1) T1line for the 800mhz Radio System. This line item was determined by reviewing the past 24 months billing.

52300 – TRAINING, EDUCATION & EMERGENCIES

Included in this line item is participation in the annual Millstone rehearsal and exercise. Additionally, the town is under a Federal Mandate contained within the Superfund Amendments Authorization Act 1986 (SARA) Title III to participate in an annual hazardous materials emergency exercise. This line item is also used for any type of emergency that may occur such as, but not limited to, blizzards, hurricanes

or flooding, as well as any expenditure necessary relating to the preparation, mitigation, response and recover of any emergency. Also included are funds for personnel to attend and/or purchase supplies for Emergency Management Education and Training Programs, emergency information data input and the development, supplies and training of a CERT (Citizens Emergency Response Team) unit. Some expenses under this line item are eligible for up to 100% reimbursement from the Nuclear Safety Fund.

52370 – DISPATCH CLOTHING ALLOWANCE

This line is used to supply uniforms to dispatchers. The Town is required by the CBA to provide each full-time dispatcher three (3) long sleeved uniform shirts and three (3) short-sleeved uniform shirts, and two (2) sweatshirts. On a fiscal year basis and upon presentation of valid receipts, the Town will reimburse the full-time dispatchers for uniform style pants and work shoes, not to exceed a total of two hundred dollars ($200).

52415 – GENERATOR MAINTENANCE

No change. A number of emergency generators provide electrical power to certain town facilities during extended power outages. Emergency Management has 2 portable generators, 5 generators located at the tower sites and 5 back-up generators for the 800 MHz Radio System.

53010 – OFFICE SUPPLIES

This line is based on prior year history and current year projections and there was no increase.

53020 – OTHER SUPPLIES

This line remains unchanged. Included in this line item are funds for Info-USA cross reference directories, which are used as a reference to maintain the town residents' database. The other portion of the requested amount is used to purchase protective gear for emergency workers and easily identifiable emblems, etc., to be kept on hand for use during an emergency and miscellaneous items for the Dispatch Center including: cleaning pads, equipment, etc. Some items are eligible for up to 50% reimbursement through the EMPG program.

53090 – FUELS & LUBRICANTS

No change. This line item covers gas for the Emergency Management vehicle, the radio shelters and emergency generators.

53120 – SHELTER SUPPLIES

This line remains unchanged. This request represents the amount needed to increase and maintain the readiness level of supplies required to adequately equip a shelter/pet shelter for an evacuation within the town, such as for a storm-related emergency condition. It will be used to purchase the necessary items that must be kept on hand. Perishable food products and consumable items such as disposable pillowcases are replaced at the end of each fiscal year.

53130 – RADIOLOGICAL SUPPLIES

This line remains unchanged. This line item is used to purchase radiological monitors, warning and evacuation signs and equipment, protective clothing and decontamination supplies.

FY 2025 ANNUAL BUDGET DEPT/AGENCY: 10122 EMERGENCY MANAGEMENT

LINE ITEM		COLUMN 1 2022/23 ACTUAL EXPENDED	COLUMN 2 2023/24 R.T.M. APP.	COLUMN 3 2022/23 TRANSERS ADD.	COLUMN 4 ACTUAL EXPENDED 11/30/2023	COLUMN 5 2024/25 DEPT/AGY REQUEST	COLUMN 6 2024/25 APPR BD/SEL
10222	**DESCRIPTION**						
51000	**PERSONNEL COSTS**						
51110	ADMINISTRATION	80,689	80,380	2,100	36,227	94,689	
51210	CLERICAL/TECHNICAL	3,393	3,640		7,875	33,591	
51240	DISP. EDUCATION INCENTIVE	1,200	2,300		1,940	3,000	
51440	DISPATCH PERSONNEL	523,718	695,767	(73,000)	238,895	738,164	
51810	DISPATCH OVERTIME	197,921	134,547	68,000	61,434	120,829	
51823	EMERGENCY PERSONNEL	0	1,800		0	1,800	
51830	TRAINING OVERTIME	11,248	7,335	5,000	13,567	24,000	
51920	FICA	60,626	70,722		26,551	78,304	
SUB-TOTAL			**996,491**			**1,094,377**	**0**
52000	**SERVICES**						
52010	ADVERTISING	200	200		0	200	
52020	POSTAGE	1	1,000		0	500	
52030	PROFESSIONAL FEES	1,140	1,000	140	0	1,000	
52040	SERV. CONT. & REPAIRS	44,733	36,941	5,840	3,461	43,480	
52050	DUES, CONF. & EDUCATION	13,431	21,933	(3,640)	4,998	21,039	
52060	PRINTING	2	200		5	200	
52080	TELEPHONE	21,098	20,688		8,703	20,136	
52300	TRAINING, EDUC & EMERG	259	2,600	(2,340)	92	2,600	
52370	DISP. CLOTHING ALLOWANCE	2,776	4,000		200	4,000	
52415	GENERATOR MAINTENANCE	4,689	6,200		1,545	6,200	
SUB-TOTAL			**94,762**			**99,355**	**0**
53000	**MATERIALS & SUPPLIES**						
53010	OFFICE SUPPLIES	293	250	43	0	250	
53020	OTHER SUPPLIES	996	1,030		403	1,030	
53090	FUEL & LUBRICANTS	612	1,030	(43)	181	750	
53120	SHELTER SUPPLIES	0	600		0	600	
53130	RADIOLOGICAL SUPPLIES	254	400		0	400	
SUB-TOTAL			**3,310**			3,030	**0**
DEPARTMENT TOTAL			**1,094,563**			**1,196,762**	**0**

TOWN OF WATERFORD
PERSONNEL WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2024/2025 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	GRADE	HRS	RATE FY25	SALARY 2023/2024	SALARY 2024/2025	DUE DAY HOLIDAY PAYOUT PER CONTRACT	TOTAL LINE	PAYROLL TAXES	PERCENT INCREASE/ DECREASE
51110 - ADMINISTRATION										
04/06/20	EMER. MANAGEMENT DIRECTOR		40	Salary	90,210.52	94,688.71	N/A	94,688.71	7,243.69	4.96%
	TOTALS				**90,210.52**	**94,688.71**		**94,688.71**	**7,243.69**	4.96%
51210 - CLERICAL/TECHNICAL										
01/26/09	COMMUNITY SAFETY EDUCATOR		15/wk	$ 35.8571	22,503.44	29,752.78	N/A	29,752.78	2,276.09	32.21%
07/10/96	SECRETARIAL SERVICES		2.5/wk	$ 30.4686	3,639.86	3,838.33	N/A	3,838.33	293.63	5.45%
	TOTALS				**26,143.30**	**33,591.11**		**33,591.11**	**2,569.72**	
51440 - DISPATCH PERSONNEL				**HOURLY RATE**						
10/02/19	DISPATCHER II	PS-5/STEP 2	40	33.8296	65,941.20	70,365.60	2,786.59	73,152.19	5,596.14	6.71%
05/22/17	DISPATCHER I	PS-4/STEP 6/7	40	37.3732	75,545.60	77,736.24	1,016.96	78,753.20	6,024.62	2.90%
01/16/20	DISPATCHER I	PS-4/STEP 4/5	40	35.4794	68,515.20	73,797.12		73,797.12	5,645.48	7.71%
02/20/20	DISPATCHER I	PS-4/STEP 2/3	40	32.0770	62,150.40	66,721.68	3,107.52	69,829.20	5,341.93	7.36%
02/22/21	DISPATCHER I	PS-4/STEP 2	40	30.7478	60,560.00	63,955.44		63,955.44	4,892.59	5.61%
07/25/22	DISPATCHER I	PS-4/STEP 2	40	30.7478	60,503.20	63,955.44		63,955.44	4,892.59	5.71%
10/31/22	DISPATCHER I	PS-4/STEP 1/2	40	29.2822	56,874.80	60,906.96		60,906.96	4,659.38	7.09%
01/17/23	DISPATCHER I	PS-4/STEP 1/2	40	29.0964	56,388.80	60,520.56		60,520.56	4,629.82	7.33%
VACANT	DISPATCHER I	PS-4/STEP 1	40	27.8969	56,388.80	58,025.52		58,025.52	4,438.95	2.90%
VACANT	DISPATCHER I	PS-4/STEP 1	40	27.8969	56,388.80	58,025.52		58,025.52	4,438.95	2.90%
	PART TIME DISPATCHERS				40,851.00	44,967.00		44,967.00	3,439.98	10.08%
	HOLIDAY PAY				31,489.00	32,276.00		32,276.00	2,469.11	2.50%
	TOTALS				**691,596.80**	**731,253.08**	**6,911.07**	**738,164.15**	**56,469.54**	
51810-DISPATCH OVERTIME					134,547.00	137,911.00		120,829.00	9,243.42	-10.20%
51823-EMERGENCY PERSONNEL					1,800.00	1,800.00		1,800.00	137.70	0.00%
51830-TRAINING OVERTIME					7,335.00	7,518.00		24,000.00	1,836.00	227.20%
FICA TOTAL FROM	**FRINGE BENEFIT PAGE**								804.10	
TOTALS - EMERGENCY MANAGEMENT DEPARTMEN					**951,632.62**	**1,006,761.90**	**6,911.07**	**1,013,072.97**	**78,304.17**	6.46%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 22 EMERGENCY MANAGEMENT
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51110 - ADMINISTRATION								
04/06/2020	Director	40	N/A	88,149.94	94,688.46	N/A	94,688.46	7,243.67
	TOTALS			**88,149.94**	**94,688.46**	**0.00**	**94,688.46**	**7,243.67**
51210 - CLERICAL TECHNICAL								
1/26/2009	Community Safety Educator-37.5%	15	N/A	23,009.81	29,312.78	$ 440.00	29,752.78	2,276.09
07/10/1996	Secretary/Clerk	2.5	$ 29.5256	3,639.86	3,838.33	N/A	3,838.33	293.63
	TOTALS			**26,649.67**	**33,151.11**	**440.00**	**33,591.11**	**2,569.72**
51240 - DISPATCH EDUCATION INCENTIVE								
	Dispatchers - max $1200 ea.		N/A	1,940.00	3,000.00	N/A	3,000.00	229.50
	TOTALS			**1,940.00**	**3,000.00**	**0.00**	**3,000.00**	**229.50**
51440 - DISPATCH PERSONNEL								
10/02/19	Dispatcher II	40	$ 33.8296	65,941.20	70,365.60	N/A	70,365.60	5,382.97
05/22/17	Dispatcher	40	$ 37.3732	75,545.60	77,736.24	N/A	77,736.24	5,946.82
01/16/20	Dispatcher	40	$ 35.4794	68,515.20	73,797.12	N/A	73,797.12	5,645.48
02/20/20	Dispatcher	40	$ 32.0777	62,150.40	66,721.68	N/A	66,721.68	5,104.21
02/22/21	Dispatcher	40	$ 30.7478	60,560.00	63,955.44	N/A	63,955.44	4,892.59
07/25/22	Dispatcher	40	$ 30.7478	60,503.20	63,955.44	N/A	63,955.44	4,892.59
10/31/22	Dispatcher	40	$ 29.2822	56,874.80	60,906.96	N/A	60,906.96	4,659.38
01/17/23	Dispatcher	40	$ 29.0964	56,388.80	60,520.56	N/A	60,520.56	4,629.82
VACANT	Dispatcher	40	$ 27.8969	56,388.80	58,025.52	N/A	58,025.52	4,438.95
VACANT	Dispatcher	40	$ 27.8969	56,388.80	58,025.52	N/A	58,025.52	4,438.95
05/15/1997	PT Dispatcher	8	$ 27.5600	11,464.96	11,509.06	N/A	11,509.06	880.44
07/01/2019	PT Dispatcher	16	$ 27.5600	22,929.92	23,018.11	N/A	23,018.11	1,760.89
09/06/22	PT Dispatcher	8	$ 25.0000	10,400.00	10,440.00	N/A	10,440.00	798.66
	TOTALS			**664,051.68**	**698,977.25**	**0.00**	**698,977.25**	**53,471.75**
51823 - EMERGENCY PERSONNEL								
	as needed		N/A	0.00	1,800.00	N/A	1,800.00	137.70
	TOTALS			**0.00**	**1,800.00**	**0.00**	**1,800.00**	**137.70**
51830 - TRAINING OVERTIME								
			N/A	24,000.00	24,000.00	$ -	24,000.00	1,836.00
	TOTALS			**24,000.00**	**24,000.00**	**0.00**	**24,000.00**	**1,836.00**
51810 - OVERTIME				**145,967.00**	**149,615.00**	**0.00**	**149,615.00**	**11,445.55**
51910 - FRINGE /F.I.C.A.							**0.00**	**0.00**
TOTALS				**950,758.29**	**1,005,231.82**	**440.00**	**1,005,671.82**	**76,933.89**
BUDGET TOTAL W/F.I.C.A							**1,082,605.71**	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

TOWN OF WATERFORD
PART TIME, OVERTIME & TRAINING OVERTIME WORKSHEET - EMERGENCY MANAGEMENT DEPARTMENT
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 ACTUAL	2023-24 RTM APPROVED	2023/24 ACTUAL TO DATE	2024/25 PROPOSED	% INCREASE/ (DECREASE)
51440	PART TIME DISPATCHERS								
			Included in Full-Time Actuals			37,960	37,960	44,967	18.46%

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 ACTUAL	2023-24 RTM APPROVED	2023/24 ACTUAL TO DATE	2024/25 PROPOSED	% INCREASE/ (DECREASE)
51810	DISPATCH OVERTIME								
		238,018	131,587	143,370	197,921	134,547	61,433	132,950	-1.19%

LINE ITEM	ACCOUNT NAME	2019/20 ACTUAL	2020/21 ACTUAL	2021/22 ACTUAL	2022/23 ACTUAL	2023-24 RTM APPROVED	2023/24 ACTUAL TO DATE	2024/25 PROPOSED	% INCREASE/ (DECREASE)
51830	TRAINING OVERTIME								
		2,220	2,717	1,696	11,247	7,335	13,567	24,000	227.20%

		HOURLY OVERTIME RATE	HOURS	TOTAL
1	DISPATCHER II PS-05 STEP 3	50.74	28	1,420.72
1	DISPACTHER 1 PS-04 STEP 7	56.06	28	1,569.68
1	DISPACTHER 1 PS-04 STEP 5/6	48.12	28	1,347.36
1	DISPACTHER 1 PS-04 STEP 3/4	46.12	28	1,291.36
2	DISPACTHER 1 PS-04 STEP 3/4	45.82	28	2,565.92
1	DISPACTHER 1 PS-04 STEP 2	43.92	28	1,229.76
1	DISPACTHER 1 PS-04 STEP 1/2	43.64	28	1,221.92
2	DISPACTHER 1 PS-04 STEP 1	41.85	28	2,343.60
			Total	12,990.32

PART-TIME

1	27.56
2	27.56
3	25.00

TOWN OF WATERFORD
FRINGE BENEFIT WORKSHEET
2024-2025 FISCAL YEAR

		LINE 52370		LINE 51240	LINE 51440		LINE 51920
POSITION	DATE OF HIRE	CLOTHING ALLOWANCE	HRA FUNDING	EDUCATION INCENTIVE	HOLIDAY/ DUE DAY	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.IC.A)
DISPATCHER II	10/02/19	200.00			2,786.59	2,986.59	228.47
DISPATCHER I	05/22/17	200.00			1,016.96	1,216.96	93.10
DISPATCHER I	01/16/20	200.00		1,200.00		1,400.00	107.10
DISPATCHER I	02/20/20	200.00			3,107.52	3,307.52	253.03
DISPATCHER I	02/22/21	200.00		600.00		800.00	61.20
DISPATCHER I	07/25/22	200.00				200.00	15.30
DISPATCHER I	10/31/22	200.00				200.00	15.30
DISPATCHER I	01/17/23	200.00		1,200.00		200.00	15.30
DISPATCHER I	VACANT	200.00				200.00	7.65
DISPATCHER I	VACANT	200.00				200.00	7.65
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
						-	-
TOTAL - FRINGE BENEFITS		**$2,000.00**	**0.00**	**$3,000.00**	**$6,911.07**	**$10,711.07**	**$804.10**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: EMERGENCY MANAGEMENT

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring					**0**
Alarm Penalties					**0**
Ambulance Subsidy	12,000	12,000	6,000	**12,000**	**6,000**
Beach Admission Fees					**0**
Benefit Assessments					**0**
Bulky Waste Fees					**0**
Civil Preparedness	40,686	23,403	0	**20,000**	**20,000**
Conveyance Tax					**0**
Copy Fees					**0**
East Lyme Animal Control Fee					**0**
Enhanced E 9-1-1	22,981	22,418	11,291	**22,981**	**11,690**
Fines/Penalties					**0**
Hazardous Household Waste					**0**
Inspection Fees					**0**
Interest/Lien Fees					**0**
Inter-Municipal Revenues	72,221	79,775	0	**79,775**	**79,775**
Miscellaneous					**0**
Permitting/Licensing Fees					**0**
Program/Registration Fees					**0**
Recording Fees					**0**
Regional Communications Fees	6,000	6,000	6,000	**6,000**	**0**
Rentals					**0**
Sale of Recyclables					**0**
State Operational Grants					**0**
Tipping Fees					**0**
Versa Kart/Blue Box Purchases					**0**
					0
					0
					0
					0
					0
TOTALS	**153,888**	**143,596**	**23,291**	**140,756**	**117,465**

TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
SPECIAL REVENUE
2024-2025 FISCAL YEAR

All revenues from each department must be listed in the following categories. Please add any revenue lines that are not listed below.

DEPARTMENT: Emergency Management

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
GRANTS (list anticipated individual grants below)					
EMPG	9,515	9,916	9,916	**10,310**	**394**
NSEP	30,972	19,653	62,417	**75,944**	**13,527**
					0
					0
					0
					0
DONATIONS (list indivual donations below)					**0**
					0
					0
					0
					0
					0
					0
PROGRAM FEES (list anticipated revenue by program)					**0**
					0
					0
					0
					0
					0
					0
MISC					**0**
					0
					0
					0
					0
					0
					0
					0
					0
					0
TOTALS	**40,487**	**29,569**	**72,333**	**86,254**	**13,921**

GENERAL FUND
2024-2025 PROPOSED BUDGET

DEPT/AGENCY: 10147 INFORMATION TECHNOLOGY

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/24	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM	2024/2025 RECOMMENDED BD OF SELECTMEN	BOS Approved $ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	117,533	113,700			119,460			5,760	5.07%
51210	CLERICAL/TECHNICAL	109,901	107,054			125,634			18,580	17.36%
51810	OVERTIME	224	5,000			2,500			(2,500)	-50.00%
51910	FRINGE BENEFITS	-	-							
51920	F.I.C.A	15,258	17,263			18,941			1,678	9.72%
	SUBTOTAL	**242,916**	**243,017**	**-**	**-**	**266,535**	**-**	**(243,017)**	**23,518**	**9.68%**
SERVICES										
52010	ADVERTISING	201	-			0				
52020	POSTAGE	-	-			0				
52030	PROFESSIONAL FEES	230	-			0				
52043	IT-SERVICE CONTRACT & REPAIRS	703,168	875,066			922,905			47,839	5.47%
52050	DUES, CONF. & EDUCATION	2,425	-			195			195	100.00%
52070	REIMBURSEABLE EXPENSE	12	500			500			-	0.00%
52080	TELEPHONE	1,165	1,815			1,815			-	0.00%
	SUBTOTAL	**707,000**	**877,381**	**-**	**-**	**925,415**	**-**	**(877,381)**	**48,034**	**5.47%**
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	-				0	0	0	-	0.00%
	SUBTOTAL	**-**	**-**	**0**	**0**	**-**	**-**	**0**	**-**	**#DIV/0!**
EQUIPMENT										
54010	OFFICE FURNITURE	665	-			0			-	-100.00%
54130	COMPUTER SYSTEM	98,118	44,783			39,473			(5,310)	-11.86%
	SUBTOTAL	**98,783**	**44,783**	**0**	**-**	**39,473**	**-**	**(44,783)**	**(5,310)**	**-11.86%**
DEPARTMENT TOTAL		**1,048,900**	**1,165,181**	**0**	**-**	**1,231,423**	**0**	**(1,165,181)**	**66,242**	**5.69%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
IT DEPARTMENT 10147

BUDGET FUNCTION

The Information Technology department is responsible for providing end user support, security access controls, and software/equipment maintenance for town and public safety IT systems. These functions include maintaining user access across multiple systems such as email, file shares, application access, web access, phone assignments, or voicemail access. We are responsible for analyzing and continually addressing cyber security concerns by restricting access to resources inbound and outbound to the organization, monitoring cybersecurity logs, maintaining multiple data backups, staying informed on current IT threats, and notifying end users of ongoing threats such as phishing scams.

The department has three positions, an IT Manager, an IT Support Engineer, and a PC Technician. We are responsible for some of the following equipment.

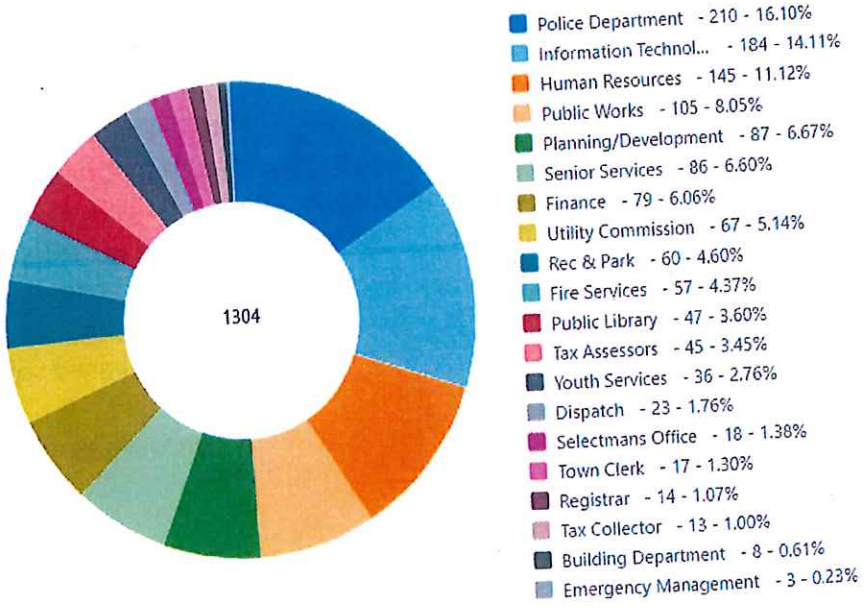
Approximately 180 Desktops, 60 Laptops, and 50 mobile devices such as iPads/iPhones

Approximately 40 Network Switches and 15 Routers

75 Virtual Servers, Approximately 20 physical servers, and 135 individual Databases

More than 175 Cisco IP desk or wall phones.

During FY23 we received 1304 support tickets into our help desk ticketing system. Not every request or issue generated a ticket.



BUDGET SUMMARY

The Town of Waterford Information Technology departments requested budget for fiscal year 2024-2025 is enclosed. The total budget request is increased by $66,242 for an overall increase of 5.69% over last year. What is not represented by these numbers is the estimated return of $88,000 to the general fund from charges to New London for their portion of the Harris Radio Maintenance Contract.

The departments goals for the upcoming fiscal year is to continue focusing on strengthening and maintaining the IT infrastructure and systems from constant cyber security threats, providing quick resolution to end user IT service requests, and working with departments to strengthen their use of current IT resources toward improving productivity.

PERSONNEL COSTS

- FY25 budget reflects an increase of $23,518 over the FY24 budget due to approved salary increases and associated payroll taxes.

SERVICES

- Service Contracts & Repairs - includes an increase of $47,839 or 5.47% over FY24.
  - Library - Nearly flat compared to FY24 with the slightest decrease
  - Tax Assessor – 2.14% increase equal to $624
  - Tax Collector – decrease of 22.24% or $2,710.31.
  - Planning and Zoning / Building Department – increase of 33.64% equal to $10,194. This increase is due mostly due to a new software request for a Municity integration and increases from a signed contract agreement for Tighe and Bond to host all of our GIS data from their facilities vs on premise. There is a slight decrease in the ESRI software renewals to correspond with this.
  - Finance – 19.09% increase equal to $18,741 over FY24. This increase is mainly attributed to the new request for software to improve the flow, management, and communications for the procurement process using cloud based software from OpenGov.
  - Town Clerk – Transferring $700 in software from the Town Clerk budget to the IT budget has no net increase to the town over FY24

SERVICES CONTINUED

- Police – decrease of 19.52% or $33,861. The biggest savings here is the change in the public safety software used from Central Square to NexGen. The FY25 cost for Central Square would have been approximately $120,000 vs the $33,164 for the NexGen product which over 95% of the Public safety departments in CT use. This savings is significantly more than any increases, such as the large increase associated with storing police body and in-car camera for the legally required amount of time by the State of CT.
- Emergency Management – decrease of 1.32% or $3,277.
- Fire Services – decrease of 10.4% or $4,520. This decrease is mainly from the renegotiation of the fire houses Breezeline internet services.
- Public Works – decrease of 5.67% or $2,241.55.
- IT Department – increase of 26.13% equal to $53,107. This increase is primarily because of a bulge that will happen every 3 years from the renewal of the Pure Storage service and support subscription. The 3 year renewal ensures, through an offering from Pure, that we will get new storage controller processor blades every 3 years always keeping our storage system current. Additional in FY25 is the improvements of our cyber security endpoint protection software for servers and workstations as what we are currently using expires early FY25.
- Recreation & Parks – increase of 51% equal to $3,980. This increase is mainly due to a pricing correction for their RecDesk product which is billed on usage levels. Estimates we had received for FY24 budgets were off and had we received proper estimates from the vendor R&P would be nearly flat.
- Senior services - Nearly flat compared to FY24 with the slightest descrease
- First Selectman - Increase of 40% or $7,166 over FY24. This is related to the web hosting fee from the CivicPlus website that in FY24 the amount budgeted was lower than the service cost due to an expected credit. The FY25 budget increase is not unexpected.
- Youth Services – Zero percent change from FY24.

- Dues, Conf, & Education – This will allow the IT staff to attend a conference in FY25 put on by the State of Connecticut.
- Reimbursable Expense – provides for mileage reimbursement for three IT staff to travel between town buildings when it is not possible to use town vehicles. We have been relying on using town vehicles whenever possible to keep this number low.
- Telephone – includes cellular phones for three it staff and remains flat.

EQUIPMENT

- Computer Equipment Hardware – includes a decrease of $5,310 or 11.86%.

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 47 INFORMATION TECHNOLOGY
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51110 - ADMINISTRATION								
10/4/2021	IT MANAGER		N/A	115,006.32	118,334.79	1,124.75	119,459.54	9,138.65
	TOTALS			**115,006.32**	**118,334.79**	**1,124.75**	**119,459.54**	**9,138.65**
51210 - CLERICAL/TECHNICAL								
10/4/2021	IT SUPPORT ENGINEER	40	$ 35.2200	68,547.20	73,539.36	350.00	73,889.36	5,652.54
2/13/2023	PC TECHNICIAN	40	$ 24.7821	48,131.20	51,744.96	0.00	51,744.96	3,958.49
	TOTALS			**116,678.40**	**125,284.32**	**350.00**	**125,634.32**	**9,611.03**
51810 - OVERTIME				**5,000.00**	**2,500.00**	**0.00**	**2,500.00**	**191.25**
51910 - FRINGE/FICA							**0.00**	**0.00**
TOTALS - INFORMATION TECHNOLOGY				**236,684.72**	**246,119.11**	**1,474.75**	**247,593.86**	**18,940.93**
BUDGET TOTAL W/F.I.C.A							**266,534.79**	

TOWN OF WATERFORD
ADVERTISING/POSTAGE - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52010	ADVERTISING	201	0	0	0	0	0.00%

ACCOUNT JUSTIFICATION
Bid Advertisements

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 201.00

LINE ITEM	ACCOUNT NAME	2021-2022 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52020	POSTAGE	0	0	0	0	0	0.00%

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ -

TOWN OF WATERFORD
PROFESSIONAL FEES - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52030	PROFESSIONAL FEES	230	0	-	0	0	0.00%

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 230.29

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52043	SERVICE CONTRACTS & REPAIRS	703,168	875,066	505,627	922,905	47,839	5.47%

ACCOUNT JUSTIFICATION
Detailed Listing Attached

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ 232,204.70	$ 718,914.19	$ 748,459.31	$ 717,281.48	703.167.78

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	2,425	-	0	195	195	100.00%

ACCOUNT JUSTIFICATION

State of CT CEN Members Conference for 3 individuals. Registration is $65 each

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 2,425.00

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	12	500	0	500	0	0.00%

ACCOUNT JUSTIFICATION

Travel Reimursement for Manager, Engineer and Technician for driving between town buildings using personal vehicles

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 11.63

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
52080	TELEPHONE	1,165	1,815	616	1,815	0	0.00%

ACCOUNT JUSTIFICATION

Cellular telephones and service for three IT department staff.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 1,164.61

TOWN OF WATERFORD
OFFICE SUPPLIES - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	0	0	0	-	-	0.00%

ACCOUNT JUSTIFICATION

General office supplies not supplied by the finance department.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ -

TOWN OF WATERFORD
OFFICE & COMPUTER SYSTEM EQUIPMENT - INFORMATION TECHNOLOGY DEPARTMENT
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
54010	OFFICE FURNITURE	645	-	0	-	-	0.00%

ACCOUNT JUSTIFICATION

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ -	$ -	$ -	$ -	$ 645.00

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/30/23)	2024-2025 PROPOSED BUDGET	$ INCREASE	% INCREASE
54130	COMPUTER SYSTEM EQUIPMENT	98,118	44,783	16,395	39,473	(5,310)	-11.86%

ACCOUNT JUSTIFICATION
Detailed Listing Attached

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
$ 17,702.81	$ 34,459.99	$ 97,193.02	$ 23,950.76	$ 98,118.44

TOWN OF WATERFORD
COMPUTER EQUIPMENT & SOFTWARE - IT - 10147-54130
2024-2025 FISCAL YEAR

EQUIPMENT	2020-2021 ADOPTED	2021-2022 ADOPTED	2022-2023 ADOPTED	2023-2024 ADOPTED	2024-2025 PROPOSED	NOTES
LABEL PRINTER(S)/SUPPLIES					840	3 DYMO LABEL PRINTERS FOR THE TAX ASSESSORS OFFICE
LIBRARY CHECKOUT EQUIPMENT					737	SELF CHECK EQUIPMENT, TOUCH SCREEN, RECEIPT PRINTER, SCANNER
CISCO IP PHONES					2,890	10 CISCO PHONES
DATA ROOM/CLOSET EQUIPMENT					5,557	ENVIRONMENTAL MONITOR EQUIPMENT/SENSORS (AVTECH ROOM ALERT) FOR 4 CRITICAL DATA ROOMS. ASSORTED PATCH CABLES. RACK MOUNT METERED PDU(S) FOR CRITICAL DATA ROOMS
RFID CARDS			500		789	RFID CARDS PRINTABLE AND CLAMSHELL
SOFTWARE/MISCELLANEOUS EQUIP	21,000	24,000	24,000	24,000	24,000	MID YEAR PURCHASES/BROKEN ITEMS
ID CARD PRINTER/SUPPLIES				2,983	100	RIBBON CONSUMABLE FOR THE ID PRINTER (150 DUAL SIDED PRINTS)
CISCO SWITCH REPLACEMENT			3,968	3,860	4,560	REPLACE THREE SMALL NETWORK SWITCHES PROVIDING CONNECTIVITY TO THE ADULT, CHILDRENS, AND OPAC MACHINES FOR THE PUBLIC USE.
LAPTOPS COMPUTERS			7,998	1,640	0	
TABLETS (IPADS)				2,400	0	
EATON UPS BATTERY REPLACEMENT				9,900	0	
DESKTOPS COMPUTERS			6,340	0	0	
COMPUTERS			7,282	0	0	
SAS TAPE DRIVE AUTOLOADER FOR PD (DUAL DRIVE)			29,298	0	0	
KVM equipment for PD/EOC/MUNI			5,472	0	0	
CISCO SWITCH PD MULTIGIGABYTE STACKING			10,722	0	0	
CISCO 10GB UPGRADE CONNECTIVITY			4,329	0	0	
PRINTER REPAIR OR REPLACEMENT	1,000		0	0	0	
SERVERS AND SERVER SUPPORT	18,000	21,000	0	0	0	
WINDOWS LICENSING UPGRADE FOR SERVERS	1,860	1,860	0	0	0	
PRINTERS (6)		2,000	0	0	0	
TAPE DRIVES	2,000	2000	0	0	0	
PHONE ROUTER AT THE COMMUNITY CENTER		4900	0	0	0	
	43,860	**55,760**	**99,909**	**44,783**	**39,473**	

TOWN OF WATERFORD
SOFTWARE LIST
PROJECT SOFTWARE FY25

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME		BUDGET FISCAL YEAR 2022-2023	BUDGET FISCAL 2023-2024	REQUESTING BUDGET FISCAL YEAR 2024-2025	ESTIMATED FISCAL YEAR 2025-2026	ESTIMATED FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FIVE YEAR TOTAL
Library	SIRSI - Sirsi Dynix Licensing and Support	Cloud based ILS system for cataloging, circulation, acquisitions, and reporting.	7,170.86	7,529.40	**7,602.00**	7,982.10	8,381.21	8,800.27	9,240.28	**42,005.85**
Library	ENVISIONWARE - Self Check Licensing and Support	Self checkout kiosk software	576.95	605.80	**650.00**	682.50	716.63	752.46	790.08	**3,591.66**
Library	Web domain renewal for waterfordpubliclibrary.com	Network Solutions web domain name registration		200.00	**60.00**	63.00	66.15	69.46	72.93	**331.54**
Assessor	Vision CAMA (Licensing and Support, Cloud DB & Web hosting)	Vision Cloud Database Appraisal system	14,889.00	16,726.00	**18,933.00**	19,879.65	20,873.63	21,917.31	23,013.18	**104,616.78**
Assessor	QDS Software Licensing and Support	QDS CAMA management system	9,410.10	11,809.99	**10,227.00**	10,738.35	11,275.27	11,839.03	12,430.98	**56,510.63**
Tax Office	QDS Licensing and Support	QDS Tax collector management system	10,338.11	14,897.31	**12,187.00**	12,796.35	13,436.17	14,107.98	14,813.37	**67,340.87**
P&Z/Building/PW	GIS - ESRI ArcGIS Licensing and Support	ArcGIS Enterprise map and geospacial data management Software	11,324.63	10,395.00	**9,875.00**	10,368.75	10,887.19	11,431.55	12,003.12	**54,565.61**
P&Z/Building	General Code - MUNICITY Licensing and Support	Cloud based permitting, licensing, inspection, & management system.	9,200.99	9,313.00	**10,386.52**	10,905.85	11,451.14	12,023.70	12,624.88	**57,392.08**
(NEW) P&Z/Building	ICC - MUNICITY ICC Code Integration/Subscription	Municity Integrated access to 10-20 ICC Code Books			**3,140.00**	2,874.00	2,960.00	3,108.00	3,263.40	
P&Z/Building	Blue Beam Revu Complete Licensing and Support	Software tool for marking up and sharing building site plans		400.00	**400.00**	420.00	441.00	463.05	486.20	**2,210.25**
(NEW) P&Z/Building	Tighe Bond GIS Web Hosting and Database Hosting	Town GIS Data Web Hosting and Database Hosting			**6,500.00**	6,825.00	7,166.25	7,524.56	7,900.79	**35,916.60**
Finance/HR	ADP Payroll / HR Suite / Time Tracking Licensing and Support	ADP cloud payroll processing, HR employee database, and time and attendance tracking software suite	8,173.00	34,370.00	**35,000.00**	36,750.00	38,587.50	40,516.88	42,542.72	**193,397.09**
Finance	Tyler Technologies MUNIS ERP Licensing and Support	Munis enterprise financial management software	39,547.72	33,583.70	**35,000.00**	36,750.00	38,587.50	40,516.88	42,542.72	**193,397.09**
Finance	AssetWorks Licensing and Support	Cloud based fixed asset management software	3,200.00	1,940.40	**2,134.44**	2,241.16	2,353.22	2,470.88	2,594.43	**11,794.13**
(NEW) Finance	OpenGov Cloud based Purchasing Software	Cloud based procurement software solution			**16,500.00**	17,325.00	18,191.25	19,100.81	20,055.85	**91,172.92**
Finance	ClearGov Cloud based Budget Book	Cloud based Budget Book		9,550.00	**9,550.00**	7,750.00	8,137.50	8,544.38	8,971.59	**42,953.47**
HR	UKG (Kronos) Time and Attendance Licensing and Support	Time clock hardware and cloud based software for time and attendance tracking	16,228.68		**0.00**	0.00	0.00	0.00	0.00	**0.00**
(NEW) Clerk	Municode Hosting (Civic Plus)	Online Code Hosting, Codification, Recodification, Supplementation, and Republication services			**700.00**	735.00	771.75	810.34	850.85	**3,867.94**
PD	BEI PD Camera System SLA	Service contract for police department inhouse camera system	3,641.05	4,000.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PD	EATON UPS SLA (PD)	Service contract for Eaton UPS in PD Data Center	4,505.22	4,895.92	**4,900.00**	5,145.00	5,402.25	5,672.36	5,955.98	**27,075.59**
PD	BEI iRecord Licensing and Support	Police interview room camera and audio recording system	3,399.00	2,345.00	**2,465.00**	2,588.25	2,717.66	2,853.55	2,996.22	
PD	Selex LPR Licensing and Support	Police in-car license plate reader system	5,430.00	5,430.00	**5,430.00**	5,701.50	5,986.58	6,285.90	6,600.20	**30,004.18**
PD	Livescan - Idemia Licensing and Support	Police finger printing system	2,810.00	2,200.00	**2,448.00**	2,570.40	2,698.92	2,833.87	2,975.56	**13,526.75**
(NEW) PD/EOC	NexGEN Public Safety Software - CAD/RMS/MOBILE w/ Absolute Netmotion	Public Safety Enterprise data management solution for 911 call handling, CAD for Law/Fire/EMS, records management, and mobile in car access.			**33,164.00**	34,822.20	36,563.31	38,391.48	40,311.05	**183,252.03**

TOWN OF WATERFORD
SOFTWARE LIST
PROJECT SOFTWARE FY25

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME		BUDGET FISCAL YEAR 2022-2023	BUDGET FISCAL 2023-2024	REQUESTING BUDGET FISCAL YEAR 2024-2025	ESTIMATED FISCAL YEAR 2025-2026	ESTIMATED FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FIVE YEAR TOTAL
PD/EOC	Central Square - CAD/RMS/MOBILE software	Public Safety Enterprise data management solution for 911 call handling, CAD for Law/Fire/EMS, records management, and mobile in car access.	83,421.00	102,181.62	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PD	Motorola Watchguard Licensing, Cloud Storage, and Support	Motorola Solutions Police in-car and body camera solution on Cloud Storage	9,310.00	13,260.00	**54,170.00**	54,170.00	54,170.00	54,170.00	60,000.00	**276,680.00**
PD	MDC in car computer lease - new this year (Marlin Business Bank)	Police in-car mobile computer lease	30,200.00	30,175.51	**30,175.00**	30,175.51	0.00	0.00	0.00	**60,350.51**
PD	Geotime (penlink)	Criminal investigation analysis plstform tool	951.72	924.00	**1,305.00**	1,370.25	1,438.76	1,510.70	1,586.24	**7,210.95**
PD	ABSOLUTE -NetMotion Licensing and Support	Enterprise VPN software for in-car connectivity to police data resources (State Approved)	3,948.49	4,500.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PD	PIN (LF- Designs LLC) Licensing and Support	Roll call / information sharing Software	1,966.50	1,966.50	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PD	LEFTA - Licensing and Support	Field Training/Accountability/Transparency Software	6,715.00	7,123.87	**8,563.00**	8,991.15	9,440.71	9,912.74	10,408.38	**47,315.98**
PD	POSS (VCS) Licensing and Support	POSS police time management/scheduling software	4,146.78	4,352.12	**4,600.00**	4,830.00	5,071.50	5,325.08	5,591.33	**25,417.90**
PD	BERLA-Vehicle iVe Licensing and Support	Vehicle "black box" data forensics software	2,884.00	3,250.00	**3,250.00**	3,412.50	3,583.13	3,762.28	3,950.40	**17,958.30**
PD	Crown Castle - fiber maintenance contract - EOC to Crossroads	Fiber connectivity contract for a link to traffic cameras	1,639.43	1,675.00	**1,904.00**	1,675.00	1,675.00	1,675.00	1,675.00	**8,604.00**
PD	Magnet Forensics - Axiom - Licensing and Support	Digital device data forensics software	0.00	4,254.00	**4,200.00**	4,410.00	4,630.50	4,862.03	5,105.13	**23,207.65**
PD	PowerDMS Licensing and Support	Cloud based policy management software	4,634.76	5,370.43	**5,719.51**	6,005.49	6,305.76	6,621.05	6,952.10	**31,603.90**
PD	Cellebrite UFED Licensing and Support	Forensic Analysis tool for mobile devices	0.00	4,300.00	**6,450.00**	6,772.50	7,111.13	7,466.68	7,840.02	**35,640.32**
PD	GIS - Esri ArcGIS Licensing and Support	ArcGIS map and geospacial data management Software	400.00	400.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
(NEW) PD	Lexis/Nexis/TransUnion Licensing and Support	Computer Search Engines for criminal investigations and background checks		2,730.00	**2,730.00**	2,866.50	3,009.83	3,160.32	3,318.33	**15,084.97**
(NEW) PD	Crimedex Licensing and Support	Nationwide Crime Sharing Service		632.00	**632.00**	663.60	696.78	731.62	768.20	**3,492.20**
(NEW) PD	IACP Net Licensing and Support	Online Administrative Resource		871.00	**871.00**	914.55	960.28	1,008.29	1,058.71	**4,812.82**
(NEW) PD	New England Computer Forensics Arrest History Licensing and Support	Arrest History Access		410.00	**410.00**	430.50	452.03	474.63	498.36	**2,265.51**
(NEW) PD	domain renewal waterfordpolice.org/website hosting	Network Solutions web domain name registration		60.00	**60.00**	63.00	66.15	69.46	72.93	**331.54**
EOC	Everbridge - Emergency notification	Cloud based public warning notification system	7,292.26	7,292.26	**7,292.26**	7,292.26	7,292.26	7,292.26	7,292.26	**36,461.30**
EOC	HARRIS Town Radio SLA	Town public safety radio system used by police, dispatch, public works, schools, ems, fire, youth services, senior services.	211,625.86	222,228.00	**222,232.00**	233,343.60	245,010.78	257,261.32	270,124.38	**1,227,972.08**
EOC	EATON UPS SLA (DISPATCH)	Service contract for Eaton UPS in PD Data Center	5,138.74	3,875.36	**3,972.00**	4,170.60	4,379.13	4,598.09	4,827.99	**21,947.81**
EOC	Crown Castle - fiber maintenance - EOC to radio towers	Fiber connectivity contract for links to town tower radio sites		9,600.00	**10,080.00**	10,584.00	11,113.20	11,668.86	12,252.30	**55,698.36**
EOC	EATON UPS(s) SLA (TOWERS)	Service contracts for Eaton UPSs in town tower radio sites		7,182.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
EOC	Crown Castle - fiber maintenance - EOC to millstone	Fiber connectivity contract for a link to traffic cameras		1,675.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
(NEW) EOC	APCO IntelliComm software maintenance	Custom electronic guidecards for EMD, law enforcement and fire service			**5,000.00**	5,250.00	5,512.50	5,788.13	6,077.53	**27,628.16**
FIRE	CNET access contract - PSDN/CEN interlink	Firehouse State of CT PSDN / CEN Town Hall connectivity	1,500.00	1,476.00	**1,476.00**	1,476.00	1,476.00	1,476.00	1,476.00	**7,380.00**
FIRE	5 Firehouse Internet Connectivity - Cogento/Breezeline	Internet Connectivity for fire firehouses private networks	10,387.80	11,025.00	**7,500.00**	7,875.00	8,268.75	8,682.19	9,116.30	**41,442.23**
FIRE	Aladtec Scheduling Licensing and Support	Fire time management/scheduling software	2,595.60	5,600.00	**3,075.00**	3,136.50	3,199.23	3,359.19	3,527.15	**16,297.07**

TOWN OF WATERFORD
SOFTWARE LIST
PROJECT SOFTWARE FY25

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME		BUDGET FISCAL YEAR 2022-2023	BUDGET FISCAL 2023-2024	REQUESTING BUDGET FISCAL YEAR 2024-2025	ESTIMATED FISCAL YEAR 2025-2026	ESTIMATED FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FIVE YEAR TOTAL
FIRE	ESO Fire RMS Licensing and Support	Cloud based records management software for Fire records		11,765.00	**9,095.00**	9,549.75	10,027.24	10,528.60	11,055.03	**50,255.62**
(NEW) FIRE	ESO Personnel MGMT Module	Manage your agency's personnel, training courses, education history			**3,390.00**	3,559.50	3,737.48	3,924.35	4,120.57	**18,731.89**
FIRE	FireHouse RMS Licensing and Support	Cloud based fire services records management software (ESO purchased this company and EOL the product)	5,475.00		**0.00**	0.00	0.00	0.00	0.00	**0.00**
FIRE	Streetwise - Hanger 14 - Licensing and Support	Cloud based incident management, asset tracking, reporting, and alert notification software	10,067.22	9,132.00	**9,268.00**	9,731.40	10,217.97	10,728.87	11,265.31	**51,211.55**
FIRE	MERAKI MDM (COVERED TILL FY27) Licensing and Support	Cloud based Mobile Device management software for Fire Vehicle IPADs			**0.00**	0.00	2,000.00	0.00	0.00	**2,000.00**
FIRE	My Sidewalk - Craig1300 - Licensing and Support	Community risk assessment insite generator software	927.00	900.00	**900.00**	945.00	992.25	1,041.86	1,093.96	**4,973.07**
FIRE	PowerDMS Licensing and Support	Cloud based policy management software	6,010.86	6,167.99	**6,742.00**	7,079.10	7,433.06	7,804.71	8,194.94	**37,253.81**
FIRE	Prodigy Licensing and Support	EMS training, certification, and tracking software		1,750.00	**1,850.00**	1,942.50	2,039.63	2,141.61	2,248.69	**10,222.42**
PW	Syntech Systems (Fuel Master Maintenance)	Fuelpump access control and usage tracking software	3,090.00	3,701.25	**3,525.00**	3,701.25	3,886.31	4,080.63	4,284.66	**19,477.85**
PW	GIS - ESRI ArcGIS Licensing and Support	ArcGIS map and geospacial data management Software	927.00	660.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PW	Valsoft / Advanced Weighing Systems (AWS) - Licensing and Support	Transfer station scale vehicle weight system	3,605.00	4,725.00	**4,725.00**	4,961.25	5,209.31	5,469.78	5,743.27	**26,108.61**
PW	Snap On tools diagnostic Licensing and Support	Snap On Tools vehicle computer diagnostics software	1,499.00	1,600.00	**1,600.00**	1,680.00	1,764.00	1,852.20	1,944.81	**8,841.01**
PW	Navistar ONCOMMAND Service Information (OCSI) Licensing and Support	International vehicles support software, diagnostic tools, and resource subscriptions for engines, parts, diagnostics, and service.	600.00	630.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
PW	Navistar ONCOMMAND Service Subscription Licensing and Support		1,650.00	1,732.50	**1,650.00**	1,732.50	1,819.13	1,910.08	2,005.59	**9,117.29**
PW	Navistar Engine Diagnostics (NED) Licensing and Support			567.00	**540.00**	567.00	595.35	625.12	656.37	**2,983.84**
PW	Navistar Diamond Logic Builder (DLB) Licensing and Support			700.00	**700.00**	735.00	771.75	810.34	850.85	**3,867.94**
PW	NavKal Licensing and Support			540.00	**540.00**					**540.00**
PW	Helm - Ford IDS Licensing and Support	Ford vehicle diagnostics software	850.00	850.00	**850.00**	892.50	937.13	983.98	1,033.18	**4,696.79**
PW	Cummins Insite Licensing and Support	Cummings vehicle diagnostics	850.00	850.00	**850.00**	892.50	937.13	983.98	1,033.18	**4,696.79**
PW	Cummins Quickserve Licensing and Support	Cummings resource software	850.00	850.00	**850.00**	892.50	937.13	983.98	1,033.18	**4,696.79**
PW	Noregon - Allison DOC Fleets Licensing and Support	Allison vehicle diagnostics and resource software	618.00	350.00	**350.00**	367.50	385.88	405.17	425.43	**1,933.97**
PW	RTA Fleet Licensing and Support	Fleet management software	2,266.00		**0.00**	0.00	0.00	0.00	0.00	**0.00**
PW/Finance	Fleetio Licensing and Support	Cloud based real time fleet management maintenance, tracking, and analysis solution	19,499.00	19,845.00	**19,379.20**	20,348.16	21,365.57	22,433.85	23,555.54	**107,082.31**
PW	VHB - SamIS - Pavement tracking Licensing and Support	SAM IS pavement inventory and survey tracking data	4,000.00	4,200.00	**4,000.00**	4,200.00	4,410.00	4,630.50	4,862.03	**22,102.53**
IT	Milestone VMS - Software Maintenance	Milestone IP camera video management software	1,284.60	1,378.83	**4,400.00**	8,800.00	9,240.00	9,702.00	10,187.10	**42,329.10**
IT	Meraki AP Licensing and Support - (3 YR)	Meraki Cloud Management licensing for Meraki WIFI Access Points town wide.	0.00	15,120.00	**0.00**	0.00	18,000.00	0.00	0.00	**18,000.00**
IT	CEN connectivity (tow & public) - State of CT	Internet connectivity for the town and public networks (provided through CT Education Network)	2,976.00	2,976.00	**2,952.00**	3,099.60	3,254.58	3,417.31	3,588.17	**16,311.66**
IT	S2 Access Control System - Utility Communications	RFID Door Access control management system	546.00	573.30	**602.00**	632.10	663.71	696.89	731.73	**3,326.43**
IT	Fortigate for Public Network - Licensing and Support	Fortigate firewall support and feature licensing for the public networks	362.05	337.00	**332.00**	348.60	366.03	384.33	403.55	**1,834.51**

TOWN OF WATERFORD
SOFTWARE LIST
PROJECT SOFTWARE FY25

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME		BUDGET FISCAL YEAR 2022-2023	BUDGET FISCAL 2023-2024	REQUESTING BUDGET FISCAL YEAR 2024-2025	ESTIMATED FISCAL YEAR 2025-2026	ESTIMATED FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FIVE YEAR TOTAL
IT	Fortigate for Town Network - Licensing and Support	Fortigate firewall support and feature licensing for the town networks	3,578.90	3,541.00	**4,024.00**	4,225.20	4,436.46	4,658.28	4,891.20	**22,235.14**
IT	2FA Cisco DUO Licensing and Support	Two factor authencation system to protect authentications for priveliged accounts to infrastructure and web based email.	1,493.00	2,489.76	**4,563.00**	4,791.15	5,030.71	5,282.24	5,546.36	**25,213.46**
IT	Cisco Smartnet - Cisco/TCI - Hardware SLA	Cisco hardware maintenance contract covering specific critical infrastructure components.	20,000.00	14,000.00	**14,121.64**	14,827.72	15,569.11	16,347.56	17,164.94	**78,030.98**
IT	ePlus Managed Services Phone System Support SLA	Managed services contract for town Cisco Voice over IP phone system	21,548.78	21,327.39	**21,328.00**	22,394.40	23,514.12	24,689.83	25,924.32	**117,850.66**
IT	Zoom Licensing and Support	Zoom video conferencing software for specific users (free version has 40 minute limitation)	4,532.00	2,000.00	**2,000.00**	2,100.00	2,205.00	2,315.25	2,431.01	**11,051.26**
IT	iBoss Content Filter - Licensing and Support	Web browsing content filter access control software	2,413.79	1,695.00	**1,695.00**	1,779.75	1,868.74	1,962.17	2,060.28	**9,365.94**
IT	Globalsign wildcard ssl cert - Advanced Office Systems	SSL certificate for securing multiple web based applications for town resources	582.98	746.55	**731.00**	767.55	805.93	846.22	888.54	**4,039.24**
IT	VMware Vsphere Licensing and Support	Virtual Server infrastructure software platform	8,021.64	7,800.17	**8,190.18**	8,599.69	9,029.67	9,481.16	9,955.21	**45,255.91**
IT	Cohesity Backup Subscription w/ fortknox AWS archive	Backup and recovery platform appliance with immutable backups, fast recovery response, and AWS cloud archiving support		13,732.77	**17,000.00**	17,850.00	18,742.50	19,679.63	20,663.61	**93,935.73**
IT	AWS Cloud Data Archive Licensing and Support	Cloud based data archival through Amazon Web Services platform		2,000.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
IT	Veeam Backup - Licensing and Support	A traditional backup and recovery platform that runs on standard Windows servers	2,488.07		**0.00**	0.00	0.00	0.00	0.00	**0.00**
IT	Pure Storage SAN - Licensing and Support	An all flash data storage device connected to our Vmware virtual server infrastructure platform	19,022.04	20,000.00	**55,265.00**	0.00	0.00	58,028.25	0.00	**113,293.25**
IT	Cybersecurity eMail Filtering / Archival (Barracuda Essentials)	Cloud based email data protection, filtering, and archival solution	5,000.00	6,175.00	**7,052.00**	7,404.60	7,774.83	8,163.57	8,571.75	**38,966.75**
IT (NEW)	Cybersecurity Endpoint Visability and Segmentation (Illumio)	Prevent endpoints from causing a ransomware outbreak by stopping lateral movement from your most vulnerable assets.			**14,309.50**	10,562.48	11,090.60	11,645.13	12,227.39	**59,835.09**
IT	Cybersecurity End Point Protection (Cylance till FY25/Croudstrike)	Cloud based AI endpoint protection platform for cybersecurity protection of computers	0.00		**14,022.00**	14,723.10	15,459.26	16,232.22	17,043.83	**77,480.40**
IT	PDQ Inventory/Deploy - PDQ Licensing and Support	Computer inventory scanning and application deployment tool	900.00	1,500.00	**1,500.00**	1,575.00	1,653.75	1,736.44	1,823.26	**8,288.45**
IT	MERAKI MDM for town mobile devices (50) - ePlus	Cloud based Mobile Device management software for town phones	3,850.00		**265.00**	1,498.67	1,573.60	1,652.28	1,734.89	**6,724.43**
IT	File Sharing /Transfer Product (Box)	Secure file transfer software for sharing data files to and from external resources	3,658.00	4,000.00	**4,000.00**	4,200.00	4,410.00	4,630.50	4,862.03	**22,102.53**
IT	Consolidated/Logically Advanced MS Exchange Support	SLA hours specifically for advanced Microsoft Exchange email server support	4,000.00	4,000.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
IT	FreshService Help Desk Ticketing/Tracking system	Cloud based helpdesk ticketing/incident tracking reporting software	4,104.00	3,662.82	**4,596.48**	4,826.30	5,067.62	5,321.00	5,587.05	**25,398.45**
IT	Microsoft PowerBI Pro Licensing and Support	Microsoft PowerBI reporter builder software	250.00	250.00	**122.00**	128.10	134.51	141.23	148.29	**674.13**
IT	Crown Castle Fiber Maint - EOC to MUNI network connectivity	Fiber connectivity contract for a link to Public Works/Utility Commission		1,500.00	**1,575.00**	1,653.75	1,736.44	1,823.26	1,914.42	**8,702.87**
IT	Infrastructure Support (VMWARE/STORAGE/SERVERS) TCI	Prepaid non-expiring block of support hours at a reduced rate to be used for any advanced IT support need		10,000.00	**10,000.00**	10,000.00	10,000.00	10,000.00	10,000.00	**50,000.00**
IT	Adobe Acrobat Pro/Standard for Teams Subscription	Software that allows for creating, editing, or converting PDF documents.		9,341.50	**8,380.00**	8,799.00	9,238.95	9,700.90	10,185.94	**46,304.79**
IT (NEW)	ABUSEIPDB basic subscription	Customizable Blacklist Tool of Abusive IP addresses			**228.00**	239.40	251.37	263.94	277.14	**1,259.84**
SENIOR SERVICES	Rec Desk	Cloud based recreation management software with credit card payment processing configured for senior services	4,150.00	3,500.00	**3,500.00**	3,675.00	3,858.75	4,051.69	4,254.27	**19,339.71**
SENIOR SERVICES	Xavus - MySeniorCenter Lite - case management	Cloud based case management platform designed for senior services needs	809.75	830.00	**790.00**	829.50	870.98	914.52	960.25	**4,365.25**
REC & PARK	Rec Desk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for parks and rec	4,150.00	3,800.00	**7,300.00**	7,665.00	8,048.25	8,450.66	8,873.20	**40,337.11**
REC & PARK	Adobe Express	Advertising creation tool that provides access to thousands of templates, logos, fonts and royalty free photos.		100.00	**100.00**	105.00	110.25	115.76	121.55	**552.56**

TOWN OF WATERFORD
SOFTWARE LIST
PROJECT SOFTWARE FY25

5.0% percent escalators included for four more fiscal years

DEPT	PROJECT NAME		BUDGET FISCAL YEAR 2022-2023	BUDGET FISCAL 2023-2024	REQUESTING BUDGET FISCAL YEAR 2024-2025	ESTIMATED FISCAL YEAR 2025-2026	ESTIMATED FISCAL YEAR 2026-2027	ESTIMATED FISCAL YEAR 2027-2028	ESTIMATED FISCAL YEAR 2028-2029	ESTIMATED FIVE YEAR TOTAL
REC & PARK (NEW)	Beach Gatehouse Internet Connectivity (Cellular TMOBILE)	Internet Connectivity for the beach gatehouse			**480.00**	504.00	529.20	555.66	583.44	**2,652.30**
FS	Civic Plus Town Website Virtual Town Hall Licensing and Support	Cloud hosted website platform which provides residents access to information posted by town departments	7,500.00	10,500.00	**17,666.00**	18,549.30	19,476.77	20,450.60	21,473.13	**97,615.80**
FS	Civic Plus Town Website platform upgrade Licensing and Support	Configuration and migration of the town website data from a non-responsive static CMS platform to a HTML5, mobile device supported platform with more features.	45,000.00	0.00	**0.00**	0.00	0.00	0.00	0.00	**0.00**
YOUTH	Rec Desk Licensing and Support	Cloud based recreation management software with credit card payment processing configured for youth services		3,500.00	**3,500.00**	3,675.00	3,858.75	4,051.69	4,254.27	**19,339.71**
YOUTH/SENIOR SERVICES/EOC	Charity Tracker Licensing and Support	Cloud based case management platform		2,592.00	**2,592.00**	2,721.60	2,857.68	3,000.56	3,150.59	**14,322.44**
	TOTALS		**773,608.93**	**875,066.02**	**922,904.73**	**903,120.53**	**932,709.81**	**1,012,642.89**	**1,004,444.71**	**4,746,856.59**

COMMUNITY DEVELOPMENT SOLUTIONS
Formerly General Code CMS LLC

781 Elmgrove Road, Rochester, New York 14624
(800) 836-8834 • (585) 328-1810
FAX (585) 328-8189

MUNICITY™ CHANGE ORDER #WA4895_092723 – ADDITIONAL PRODUCTS

This Change Order is subject to ICC Community Development Solutions' Terms and Conditions, which are available at http://cms.generalcode.com/terms-conditions and are incorporated herein by reference, and the client authorizes ICC Community Development Solutions to proceed with the project.

Client Name:	Town of Waterford	**Contact Person:**	Jill Stevens
Address:	15 Rope Ferry Road	**Account Executive:**	Bruce Cadman
	Waterford, CT 06385-2886	**Date:**	9.27.23

Annual SaaS Subscription				
ICC Code Access Subscription	**No. of Books**	**Year 1**	**Year 2[1]**	**Year 3[1]**
Annual Code Access Subscription and Integration Maintenance	10-20 titles	$2,790	$2,874	$2,960
Implementation and Training				
Implementation	**Departments**			
Municity 5 – ICC Code Access API Integration *(set-up, development, configuration, testing/reworking)*	n/a	$350	-	-
Total Yearly Cost				
		$3,140	**$2,874**	**$2,960**

Note – if selected, associated fees will be added to the pricing for Desktop and Mobile set-up and annuities.

[1] ***After the first year ICC Community Development Solutions may raise the annual support contract by 3% or by the previous year's annual Cost of Living Adjustment (COLA) as calculated by the US Social Security Administration, whichever is greater. ICC Community Development Solutions will provide the Municipality with notice of any proposed increase no later than ninety (90) days prior to the anniversary date of the Contract. The absence of such notice shall be construed as ICC Community Development Solutions' intent to maintain the annual support contract at the prior years' amount.***

Scope: This change order will add the Municity 5 – ICC Code Access Integration to the Town of Waterford Municity database, as well as access to 10-20 ICC Code Books for sourcing. Book selections are to be chosen by the Town staff for ICC CDS to populate within the integration.

Timeline: This service will begin within 60 days of reception of the signed Change Order.

Payment Terms: Services will be invoiced as completed. Annuities will be added to the existing Town of Waterford MSAP.

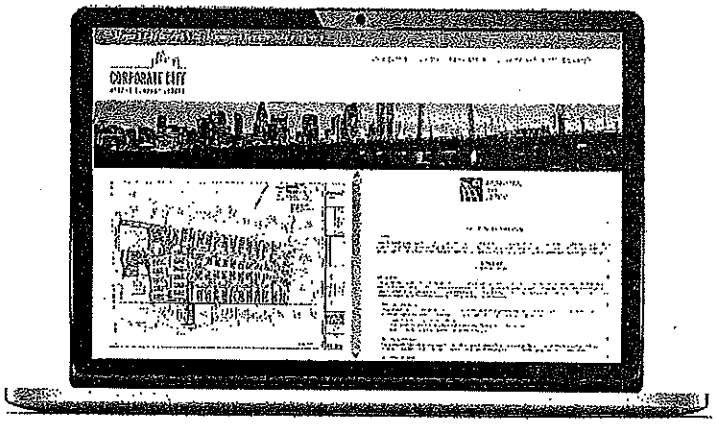
Price Validity: Price is valid for 60 days from 9.27.23.

(*Client please fill out*) **Invoice for this Change Order to be sent to:**

Department: _____ **Contact Name:** _____

INTEGRATIONS: ICC CODE ACCESS API

ICC Code Access API provides organizations with instant access to the latest building code requirements within their existing workflow application.

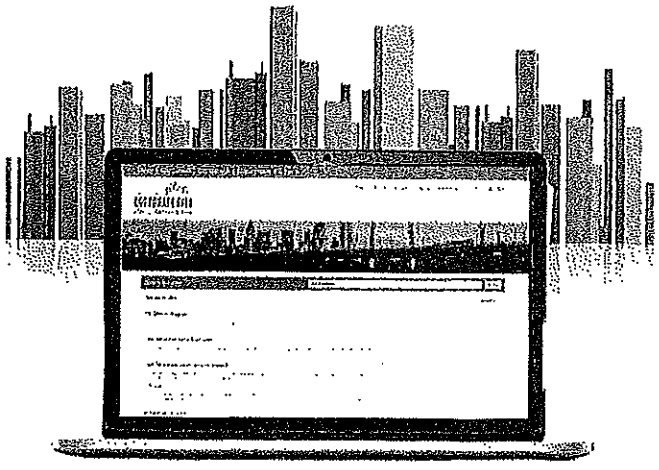


"Easy access to the fire, building, and mechanical codes that I use every day. It is fantastic."

David, Engineer

Empowering Institutions with seamless control and convenience:
Tools and features:

- Latest code content
- Simplified search tools
- Confidence in accuracy
- Real time updates
- Streamline common code references within your portal or workflow tool



"Using the ICC Digital Codes puts all the code information essentially at your fingertips, literally."
Roy, Architect

Tighe&Bond

W-2019
August 23, 2023

Mark Wujtewicz
Planner
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Re: **FY24 GIS Services**

Dear Mark,

Tighe & Bond is pleased to present the Town of Waterford with the following scope of services for GIS support to be provided under the existing on-call services contract.

Scope of Services

Technical Support

- Tighe & Bond will provide technical support to the Town for GIS data updates and implementation of GIS data apps for the following departments:
    - Planning and Zoning
        - Tighe & Bond will perform as-needed tasks at the Town's request including updating the Town's zoning and easement GIS data, digitizing planimetric data from record plans, developing data representing the Town's various districts, developing trail maps, and other projects that may be requested by the Town.
    - Assessor
        - Parcel updates will be performed according to source maps and notes provided by the Assessor. Parcel updates include lot line adjustments, subdivisions, lot splits and combinations, and associated text updates such as lot dimension or acreage changes.

          Changes will be tracked in the metadata of parcels impacted by a change. Metadata will contain the Town Clerk's filed map number as a cross reference to the source information. Tighe & Bond will obtain an updated extract from the Town's CAMA database to confirm linkage with the GIS data. Ownership information from the CAMA database and the updated GIS data will be uploaded into the Town's GIS Web site that will be hosted by Tighe & Bond. Our level of effort estimate is based on an assumption of 100 annual parcel updates.

          Print Tax Maps
          After the Town reviews and approves parcel changes, the map sheets impacted by a change will be printed in color on 24" x 36" paper and delivered to the Town.

Deliverables

- Full size (24" x 36") color prints of the changed tax maps
- Digital deliverable of PDFs of all tax maps and updated GIS Geodatabases

- Fire & Police
  - Tighe & Bond will provide GIS data maintenance services to the Fire and Police departments for updates to response zones, parcels, roads, and other mapping data required for the Towns E911 software.

- Public Works and Utility Commission
  - Tighe & Bond will provide GIS Services to the Public Works and Utility Commission departments. Services will include creating or editing GIS data and creating ArcGIS Online applications and workflows (hydrant flushing, sewer, water, stormwater, etc.) to support operational needs.

- Information Technology
  - Tighe & Bond will work with the IT department to review existing GIS software including ArcGIS Server capabilities and workflows and make recommendations that support the Town's GIS needs Services will include hardware recommendations, review of security and backup policy and support for future GIS applications.

Estimated Fee

Tighe & Bond will perform the services described above for an upset limit not to exceed **$20,000**.

Web Hosting and Managed GIS Services

- Web Hosting and Managed GIS Services will be provided for a period of 12 months, from July 1, 2023 through June 30, 2024. The annual web hosting service includes the opportunity to provide up to two GIS data updates over the course of the 12-month hosting period. Typical GIS data updates include:
  - New Assessors CAMA Extract (property ownership table)
  - Updated GIS Data Layers
  - New base maps and aerial photography

  GIS data that is not maintained by Tighe & Bond will be provided by the Town of Waterford in an Esri geodatabase or shapefile format.

- Tighe & Bond will migrate and manage the Town's databases and configure map services to be consumed in web maps using the Town's existing ArcGIS Online platform. Viewing and editing permissions will be configured to tailor access to different users based on the Towns recommendations. A backup system will be implemented which will retain nightly backup copies of the data for up to two weeks. Automatic off-site backups will be provided if requested.

Web Hosting and Managed GIS Services Fee

Tighe & Bond will perform web hosting and managed GIS services as described above for a lump sum annual fee of **$3,500**. After the first year, the fee will be increased by $3,000 to a total annual fee of $6,500.

Fee

Tighe & Bond will perform the GIS services listed above for a not-to-exceed fee of **$23,500.** We will undertake the Technical Services Scope of work on an hourly-plus-expense basis, and you will be billed for actual hours worked in accordance with the attached rate schedule. We will provide GIS Website Hosting for a lump sum fee of **$3,500** invoiced at the beginning of the hosting term. If this scope is acceptable, please sign and return this agreement and/or issue a purchase order referencing this agreement indicating your agreement and authorization for us to proceed.

The Terms and Conditions contained in the On-Call GIS Services agreement dated April 11, 2018 will remain in effect under this agreement.

2023 FIXED HOURLY RATE SCHEDULE

Tighe&Bond

TECHNICAL PROFESSIONALS	
Senior Vice President	$300.00
Vice President	$265.00
Safety & Health Director	$230.00
Senior Consultant	$240.00
Principal Landscape Architect	$205.00
Principal Engineer	$230.00
Senior Project Manager	$230.00
Project Manager 2	$200.00
Project Manager 1	$165.00
Senior Landscape Architect 2	$170.00
Senior Landscape Architect 1	$160.00
Senior Engineer 2	$195.00
Senior Engineer 1	$175.00
Senior MEP Professional 2	$195.00
Senior MEP Professional 1	$175.00
Project Engineer 2	$155.00
Project Engineer 1	$140.00
Project MEP Professional 2	$155.00
Project MEP Professional 1	$140.00
Project Landscape Architect 2	$155.00
Project Landscape Architect 1	$145.00
Staff Engineer 3	$135.00
Staff Engineer 2	$125.00
Staff Engineer 1	$115.00
Landscape Designer 2	$135.00
Landscape Designer 1	$120.00
Senior Architect	$185.00
Principal Planner	$175.00
Project Planner	$135.00
Planner 2	$125.00
Planner 1	$110.00
Resident Engineer	$175.00
Construction Observer 3	$150.00
Construction Observer 2	$135.00
Construction Observer 1	$110.00
Principal Compliance Specialist	$210.00
Senior Compliance Specialist 2	$165.00
Senior Compliance Specialist 1	$150.00
Project Compliance Specialist 2	$135.00
Project Compliance Specialist 1	$125.00
Compliance Specialist 2	$110.00
Compliance Specialist 1	$95.00

TECHNICAL PROFESSIONALS	
Senior Environmental Professional	$260.00
Principal Environmental Scientist	$200.00
Senior Environmental Scientist 2	$175.00
Senior Environmental Scientist 1	$155.00
Senior Data Management Specialist 1	$155.00
Project Environmental Scientist 2	$135.00
Project Environmental Scientist 1	$125.00
Environmental Scientist 2	$110.00
Environmental Scientist 1	$100.00

GIS PROFESSIONALS	
GIS Technical Director	$230.00
GIS Project Manager 2	$185.00
GIS Project Manager 1	$145.00
Senior Development Engineer	$195.00
Senior GIS Analyst 2	$170.00
Senior GIS Analyst 1	$145.00
GIS Analyst 2	$135.00
GIS Analyst 1	$115.00
GIS Technician 2	$95.00
GIS Technician 1	$85.00

SUPPORT	
Remediation Technician 2*	$105.00
Remediation Technician 1*	$95.00
BIM Manager	$170.00
CAD Manager	$170.00
Senior Designer	$155.00
Senior Drafter/Designer*	$135.00
Drafter/Designer *	$120.00
Graphics Support Specialist	$110.00
Intern*	$75.00
Administrative Support*	$90.00

EXPENSES

1. Automobile transportation expense for employee travel directly related to the project shall be invoiced at the prevailing Federal rate per vehicle mile.
2. Outside reimbursable expenses and services, which are rendered to Tighe & Bond by other than direct employees, and any permitting fees paid by Tighe & Bond on behalf of the Client, shall be invoiced at Tighe & Bond's direct cost plus 10% administrative fee.
3. Reimbursable expenses such as in-house field supplies and equipment rental, tolls and parking, overnight mailings and bulk notification mailings, and in-house printing shall be invoiced at cost or unit costs as applicable.
4. Costs for items such as regular mailings of project documents, telephone or fax communications, computer usage charges, and miscellaneous in-house printing are included in the hourly rates shown above.

PROVISIONS

1. Rates are effective until December 31, 2023, at which time rates will be increased based on annual salary review.

* For non-salaried personnel (noted above by an "*"), time worked in excess of eight hours in any day or forty hours per calendar week shall be invoiced at 150 percent of the above rate.

OPENGOV

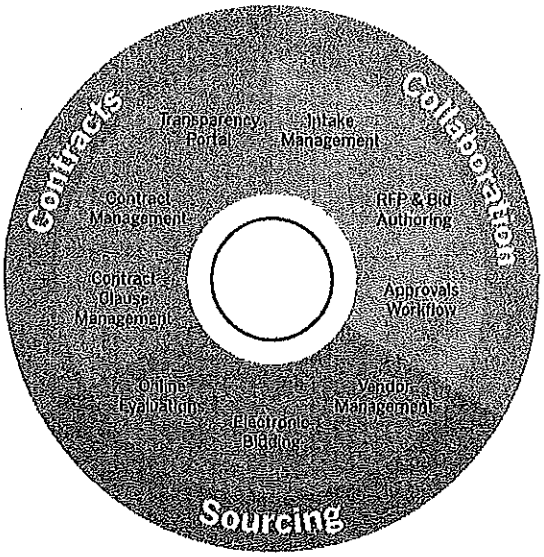
Procurement

(650) 336-7167
contact@opengov.com
opengov.com

Collaborative Procurement Automation for the Modern Government

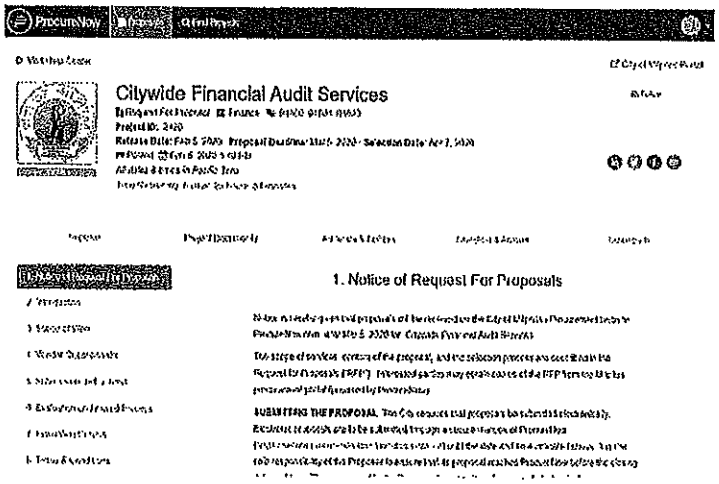
Government purchasing is faced with growing workloads and fewer resources. Many turn to modernizing the tools for procurement, solicitations, and contracting to bring exceptional buyers, demanding customers, and qualified suppliers together.

Local businesses and citizens are connected to government in an unprecedented way using online tools, and your website tools are the main ways vendors and suppliers are connecting.



Why OpenGov Procurement?

OpenGov Procurement is an intuitive modern e-Procurement solution that helps you gain more insight into making better purchasing decisions, improving the efficiency and quality of the procurement process, and realizing cost savings that positively affect everyone!



Agencies who are pioneering procurement in the Digital Age with OpenGov Procurement are setting a new standard by providing new, exciting services to their customers, improving vendor experiences, and saving time and money.

A New Era in e-Procurement – Solicitation & Contract Development

e-Procurement now includes solicitation and contract development and workflow automation, so you don't get stuck formatting RFPs, bids, and contracts in a word processor – and it eliminates redundant data entry!

Main Features

- Easy-to-Use Internal Request Processing & Workflow
- Intuitive, Comprehensive RFP & Bid Writing Tools Leveraging Your Language & Your Rules
- Scope Development That Promotes Collaboration & Consensus
- Approvals, Workflow, & History to Maximize Insight & Performance
- Self-Service Vendor Database with Automated Bid Notifications
- Compliant & Transparent Vendor Engagement for Q/A, Addenda, & Deadlines
- Survey-like Guided Electronic RFx & Bid Responses for Vendors
- Evaluation Committee Management with Bid Tabulations & Side-By-Side Scoring
- Contract Development and Management Incorporated into Purchasing and Solicitation to Support Compliance
- User Experience Requires Little to no Training

Ensure Fairness and Compliance for Bidders

Consistent, well organized RFPs and bids using the most up to date language every single time means you never have to worry if a department goes "rogue". We make using your language intuitive, so they are happy to follow your guidelines and instructions built within each template!

Not all "E-Bidding" is the Same

Uploading massive PDFs for both the solicitation and vendor response equals confusion on both sides. Large PDFs are hard to read, and it usually ends up in printing. With OpenGov Procurement interactive solicitations and guided vendor experiences, paperless also means easier and more interactive. **Solicitations, Vendor Responses, Evaluations, and Contracts – are all paperless with OpenGov Procurement!**

Train as you go + Real Time Chat Support

With OpenGov Procurement, our platform guides both staff and vendors with effective instructions that guide while you work. Users are up and running in minutes! Both staff and vendors also have access to our in-application real-time support that's connected to our exceptional and dedicated team. This means more responsive bids every time!

Transparent and Collaborative

Now, you and your procurement team have insight and easy access to every procurement being considered... and real time collaboration tools that let you build and communicate with your internal project teams to keep everyone in the loop at all times!

Full Featured at a Fair Price

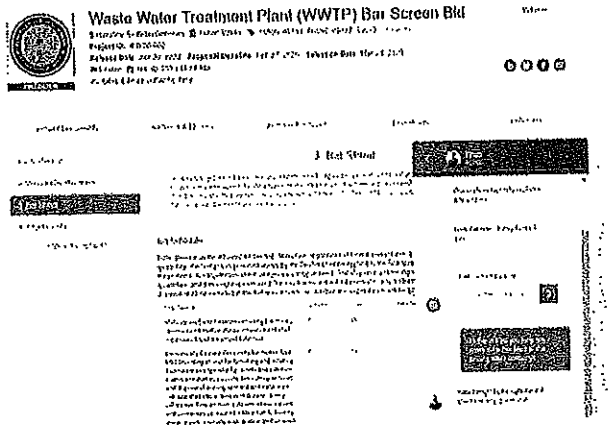
With OpenGov Procurement you're getting the most comprehensive Government e- Procurement Platform on the market for an affordable monthly price. Since we also solve some of your biggest time wasters, the ROI is significant and immediate. This is THE big WIN-WIN you've been looking for.

"We love it! The system is simple to use as it takes our buyers step by step through the process each time."

Krystyna Owen
CPPB, CPPO, NIGP-CPP
Purchasing Agent
City of Norfolk

"Our entire procurement process, from purchase request to contract management, is easily managed and in one place! Vendors are intuitively guided through every bid response."

Chris Schroeder
Purchasing Agent
The City Of Milpitas California



"As I look at this timeline, I am amazed at what OpenGov Procurement has done for us. I have never had an implementation go as well as this has in such a short time. I have done this for years and I have to tell you that it's hard to impress me with customer service. OpenGov Procurement is the epitome of customer service."

Michelle Hamilton
Director Of Purchasing
Mesa Public Schools, AZ

PERSONNEL MANAGEMENT

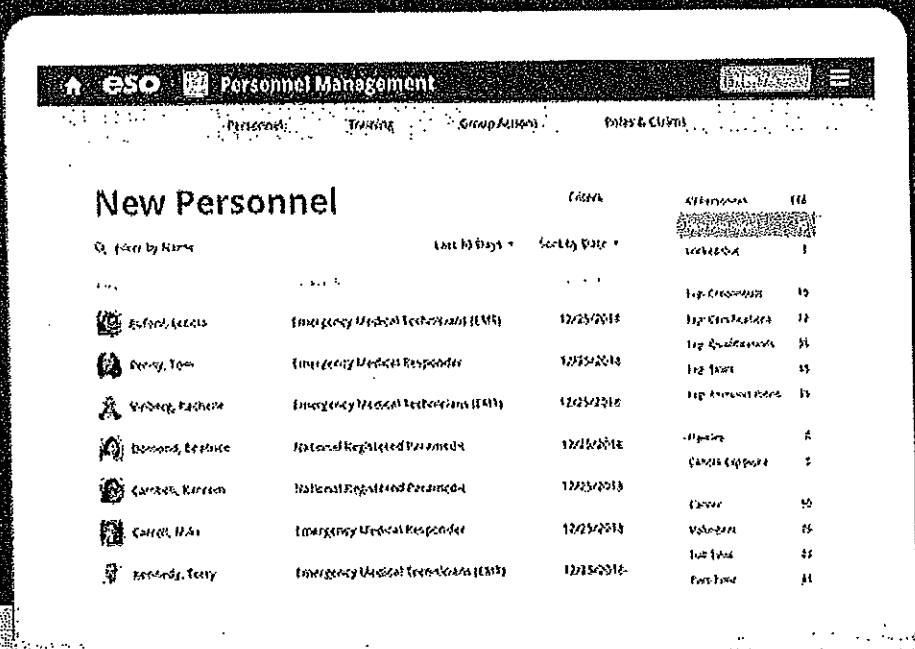
eso

Capture and manage your employees' health, employment and training information all in one easy-to-use hub with ESO Personnel Management.

Made for:

FIRE

EMS



TRACK TRAINING.

Schedule and manage employee courses effortlessly, while staying on top of your to-do list. Keep courses organized, and include course materials, and rosters.

RECORD WORK HISTORY.

Capture and manage your employees' health, employment and training information all in one easy-to-use hub with ESO Personnel Management.

CONFIGURABLE SECURITY.

Granular security grants role-based access to information so employee data is viewed and accessed by the appropriately authorized people.

DOCUMENT CERTIFICATIONS.

Easily record and track certifications and credentials while never missing another recertification. Receive alerts for upcoming certifications, licenses, and other expirations so you can stay compliant and have peace of mind.

CLEAR AND ACTIONABLE VIEWS.

Filter, sort, and search to easily access the data you need for effective people management. Whether you need immunization records or employment dates, it's all here.

TIE IN CRITICAL INCIDENTS.

Personnel Management automatically attaches exposures during critical incidents to the personnel record so you can help provide the right resources for your employees.

Learn more about PM at eso.com or call us today at 866-766-9471.

920 De Guigne Dr
Sunnyvale, CA 94085
United States
+1 (669) 800-5000
www.illumio.com

Prepared by: Jack Boullie
jack.boullie@illumio.com

Remit Payment: ar@illumio.com
Illumio Tax ID: 46-1675620

Payment Terms: Net 30
Offer Valid Through: Dec 31, 2023

ADDRESS INFORMATION

Bill To: Town of Waterford, CT
15 Rope Ferry Rd
Waterford, Connecticut, 06385-2886
United States

Attention: Jeffrey Robillard
jrobillard@waterfordct.org
18604420553

Ship To: Town of Waterford, CT
15 Rope Ferry Rd
Waterford, 06385-2886
United States

Attention: Jeffrey Robillard
jrobillard@waterfordct.org
18604420553

SOFTWARE & SUPPORT

Product Description	Deploy Mode	Start Date	End Date	Qty	List Price	Net Price (Annual)	Extended Price USD
IL-ENDPT-S-SEG **Illumio Endpoint Visibility and Segmentation** Illumio Endpoint Visibility and Segmentation: SaaS Policy Compute Engine; One license per Windows 7 or Windows 10 or Mac endpoint; Risk-Based Visibility and Segmentation	SAAS	Jan 1, 2024	Dec 31, 2024	250	$55.00	$34.10	$ 8,525.00
IL-SPT-ENT **Illumio Customer Support** Illumio Enterprise Support: 7x24 availability: Phone, email and web; Remote response; All maintenance releases and software updates; Full access to the Support web site resources and self-paced training.		Jan 1, 2024	Dec 31, 2024	1			$ 1,534.50
Products Total							**$10,059.50**

SERVICES

Product Description	Start Date	End Date	Qty	List Price	Net Price (Annual)	Extended Price USD
IL-PS-HR **Professional Services - Per Hour Charge** Professional Services - per Hour charge (excluding T&E); - For any set of tasks as outlined in the IL-PS-HR data sheet and agreed upon with the customer.; - Tasks can include Consultancy, PCE deployment and Integrations, VEN deployment and strategy, and Labeling and policy design.	Jan 1, 2024	Dec 31, 2024	10	$425.00	$425.00	$ 4,250.00
Professional Services & Training Total:						**$4,250.00**
Quote Grand Total:						**$14,309.50**

illumio

INDUSTRY BRIEF

Illumio for Government

Zero Trust Segmentation (ZTS) ensures mission resilience in the public sector

The challenge

Government organizations are constantly at risk for adversary attacks, made more difficult due to the ever-increasing attack surface. This makes it imperative to assume breaches are inevitable.

The annual FBI Internet Crime Report shows that 115 government organizations were victims of ransomware over the last year. Known malware like Triton show that traditional prevention and detection technologies are no longer sufficient to stop attacks.

Preparation is a challenge. This is compounded by an inability to see the complete application and workload environment. These hybrid environments are often managed by siloed methods, resulting in significant risk.

Regardless of the threat, the mission must continue. Implementing Zero Trust breach containment strategies ensures resilience despite an adversary's best efforts. By implementing a Zero Trust strategy, governments can improve mission resilience, meet statutory and legal mandates, and build trust.

The solution

Illumio delivers these benefits with Zero Trust Segmentation (ZTS). ZTS enables visibility you can trust and granular control of all lateral network traffic between workloads, whether on-premises, in the cloud, or on the endpoint.

The Illumio ZTS Platform delivers:

- **Unparalleled visibility:** Gain a complete, detailed view of all traffic flows between workloads in seconds
- **Consistent enforcement:** Implement uniform policy across hybrid environments without silos
- **Enhanced cyber resilience:** Contain and reduce the impact of breaches for uninterrupted mission execution.

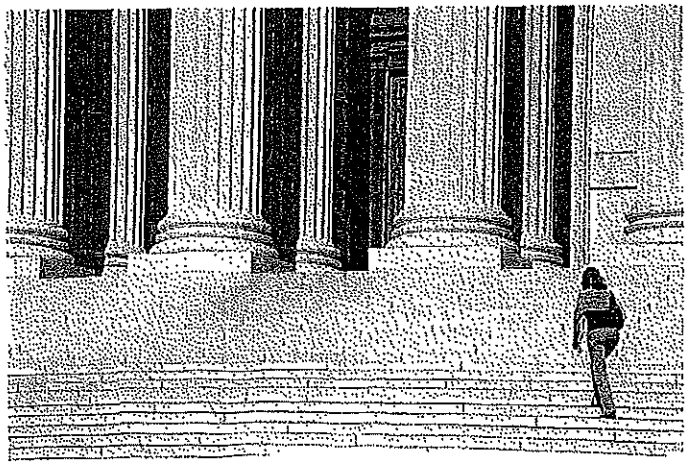
Illumio is committed to meeting stringent government security requirements

Common Criteria

FedRAMP 'In Process'

FIPS VALIDATED 140-2

Section508.gov
GSA Government-wide Section508 Accessibility Program



How it works

Illumio ZTS segments on the host. This means no matter where a workload is located, it can be protected rapidly and at scale.

By restricting traffic movement in the data center, the cloud, and on endpoints, Illumio blocks attackers from infiltrating deeper into the network. With Illumio, government organizations can stop and contain attacks before they spread and halt the mission.

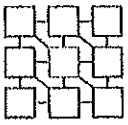
The Illumio ZTS Platform provides these key benefits:

- **ZTS in minutes:** Rapid breach containment prevents operational impacts without requiring a significant amount of time or a deep technical bench.
- **Protect legacy workloads:** Application ringfencing protects mission-critical technology, regardless of support status.
- **Proactive attack prevention:** Easily shut down high-risk ports commonly used by adversaries to spread through an environment.

Zero Trust Segmentation use cases

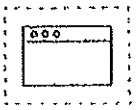
Eliminate blind spots

Visualize all communications and traffic between workloads across on-prem and cloud environments.



Prevent lateral movement

Lower risk of adversaries accessing sensitive information by controlling east-west traffic.



Ringfence high-value assets

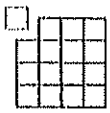
Proactively control communications and isolate business-critical applications and environments.

Move securely to the cloud

Whether a "lift and shift" or re-architecture, visibility and protection follow for mission continuity.

Ensure continuous protection

Maintain protection in disconnected and air-gapped networks, even if access to Illumio is lost.



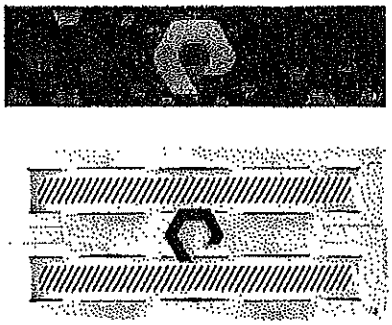
Control information sharing

Restrict third-party access to only allow what is necessary and wanted within the environment

About Illumio

Illumio, the Zero Trust Segmentation company, stops breaches and ransomware from spreading across the hybrid attack surface. The Illumio ZTS Platform visualizes all traffic flows between workloads, devices, and the internet, automatically sets granular segmentation policies to control communications, and isolates high-value assets and compromised systems proactively or in response to active attacks. Illumio protects organizations of all sizes, from Fortune 100 to small business, by stopping breaches and ransomware in minutes, saving millions of dollars in application downtime, and accelerating cloud and digital transformation projects

Copyright © 2023 Illumio, Inc. All rights reserved. Illumio® is a trademark or registered trademark of Illumio, Inc. or its affiliates in the U.S. and other countries. Third-party trademarks mentioned in this document are the property of their respective owners.



DATA SHEET

Evergreen//Forever Subscription

Get a subscription to innovation and IT agility for your traditional storage purchase.

Stay Modern, Forever

Continue to enhance and grow your storage for 10 or more years. Over 97% of Pure arrays are still in use today because they look and run like new arrays.

Always Agile, Never Obsolete

Transform storage from a problem to a solution, and upgrade whenever your organization needs to.

Improve Your Numbers

Achieve 30% to 60% lower total cost of ownership and get twice the data reduction with less risk.

Experience Customer Satisfaction

See why Evergreen//Forever is a major factor in Pure Storage's industry-leading Net Promoter Score, which is more than 3x the average for data storage vendors.

Pure Storage® Evergreen//Forever™ is your subscription to innovation. With it, you will experience storage that's never obsolete, allowing you to buy your storage once and use it virtually forever. An Evergreen//Forever subscription delivers real IT agility, enabling you to scale seamlessly and non-disruptively, without penalty or storage rebuys.

Gain Agility, Savings, and Storage That Grows with You

An Evergreen//Forever subscription enables storage that is deployed once and non-disruptively upgraded when you need it, for a decade or more without the need to rebuy the hardware you already own. Forget downtime, performance impact, or data migrations: We've engineered compatibility for future technologies directly into the products themselves.

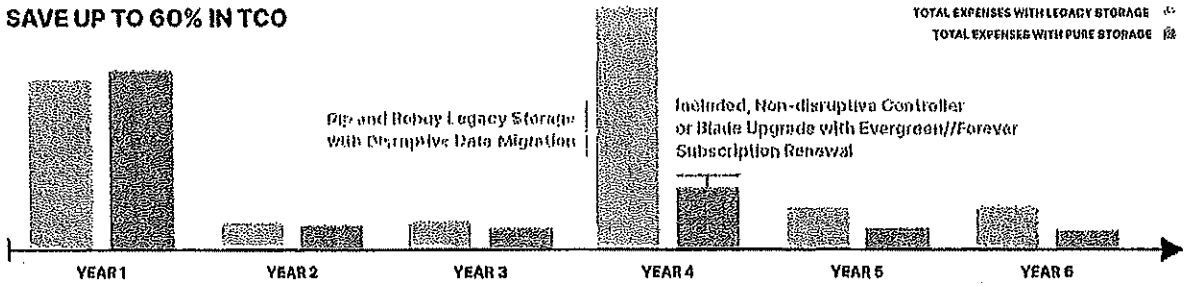
Upgradeable Architecture with a Subscription: The Key to Agility

Pure's Evergreen™ architecture combined with your Evergreen//Forever subscription lets your storage evolve with changing requirements.

- Benefit from Pure's unique and software-defined architecture, engineered to be modular, stateless, scalable, field-serviceable, and field-upgradable.
- Upgrade components independently all online and non-disruptively—and even mix and match them—allowing you to regularly take advantage of innovation in CPU and flash technology and extend storage life to 10+ years.
- Upgrade controllers or blades non-disruptively to increase performance or maximum capacity.
- Add or upgrade capacity non-disruptively for more scale and density to manage data growth and unexpected demands on your IT infrastructure.

Maximize Your Savings

A subscription to Evergreen//Forever protects your storage investments with included upgrades, up to full-value trade-in credits, and an architecture that is almost effortless to manage and expand. Most customers will realize total cost of ownership (TCO) savings of more than 30% compared to traditional storage just by avoiding one typical forklift upgrade.



Typical TCO savings using Pure array with Evergreen//Forever subscription vs legacy storage.

Total expenses include storage, capacity increases and operating costs.

Figure 1. TCO savings with Pure Evergreen//Forever compared to legacy solutions

A Storage Purchase That Keeps Getting Better

Evergreen//Forever delivers a storage ownership experience unlike any other, with subscription to always-improving data services, always-modern infrastructure, and a world-class customer experience.

Always-Improving Data Services

With Evergreen//Forever from Pure, you never need to worry about systems becoming out of date. You get:

- **An all-inclusive software subscription, with enterprise-grade data services:** Get all-inclusive enterprise-level capabilities across all our products, for organizations and workloads of all sizes, at the time of purchase.
- **New features and capabilities added continually:** Get access to software features we introduce in the future with no added costs. Your subscription even includes Portworx CSI for FlashArray™ and FlashBlade®, delivering persistent storage for your Kubernetes applications.
- **AI-based intelligent management:** With Pure1® you can experience self-operating storage with full-stack, AI-powered data storage management, monitoring, and planning.

Always-Modern Infrastructure

Never worry about keeping your storage hardware up to date. Evergreen//Forever gives you:

- **Included controller or blade upgrades at regular intervals (Ever Modern):** Keep your FlashArray and FlashBlade//S performance, scale, and features modern without disruption or need to repurchase. With each three-year Evergreen//Forever renewal, you get latest-generation controllers or blades.
- **On-demand, unlimited controller or blade upgrades with full-value trade-in (Ever Agile)[2]:** Upgrade your array performance at any time as you expand, as many times as you need. Purchase a qualifying capacity pack and get full-value trade-in for your old controllers or blades toward higher-model versions with up to a 20% list price discount.

- **Capacity Consolidation and flash media upgrades[1]:** Consolidate data from older flash into new, expanded, denser capacity, either in an external shelf or a FlashArray™ or FlashBlade® chassis. Return old capacity and receive up to 50% credit for terabytes you already own.
- **Evergreen forever component replacement:** You're protected from any failures and component end-of-life issues. With your current Evergreen//Forever subscription, we'll replace failed components (even proactively before failure) with like or better ones, no matter how old your array is.

World-class Customer Experience

With a rating that's at least three times the industry average, Evergreen//Forever gives you features like:

- **Love Your Storage Guarantee™:** With the industry's broadest storage purchase guarantee, if you aren't happy, return the array within 30 days for a full refund, no questions asked.[3]
- **Right Size Guarantee™[4]:** Get 12 months guaranteed effective capacity, risk-free and in writing. Get twice the total efficiency vs. the competition (10:1 on average). Extend your guarantee with any expansion purchase, up to the life of the array.
- **Zero data loss guarantee:** In the rare event where data is lost on Pure hardware, our support team will help you every step of the way. If data cannot be recovered, customers will be issued a service credit.
- **No data migration guarantee:** Upgrading on Pure means no data migration. If Pure must migrate customer data when performing an applicable upgrade, we will give you a service credit towards a future purchase.
- **Power and space efficiency guarantee:** Pure Storage is the only vendor that will issue both a maximum Watts/TiB and TiBs/rack unit (RU) ratio based on purchased hardware. If either number is exceeded, we'll remediate it or give you a subscription credit.
- **Premium-level proactive and predictive support:** Pure delivers a support experience that other vendors charge a premium for. Get peace of mind with predictive analytics and services, support-managed upgrades, mobile and SaaS-based monitoring, on-site break/fix, first-call access to L2 support, included educational resources, and more.
- **Flat and Fair subscription renewals:** We keep subscription renewal rates flat: Pure won't raise the base rate, so you have consistent, predictable costs for the life of your array.[5]

Evergreen//Forever Features Overview

Evergreen//Forever delivers a subscription to our ever-improving capabilities across hardware, software, proactive and predictive support, and customer experience.

Category	Feature	Evergreen//Forever
Software Subscription	All-inclusive array software subscription	✓
	Future array software features	✓
Hardware Subscription	Evergreen architecture (stateless, software-driven, modular, non-disruptive)	✓
	Ever Modern	Included controller/blade upgrade on renewal
	Ever Agile[2]	Anytime controller/blade upgrade with full trade-in credit
	Capacity Consolidation[2]	Anytime full trade-in credit with 2x capacity
	Evergreen forever component replacement	✓
Proactive Support	Predictive analytics and services	✓
	Instant L2 support access	✓
	Premium Sev 1 response SLA	✓
	Support-managed upgrades	✓
	Premium on-site break/fix SLAs	✓
	Mobile/SaaS-based monitoring	✓
Customer Experience	Right Size and 30-day guarantees	✓
	Flat and Fair subscription renewals	✓
	Zero data loss guarantee	✓
	No data migration guarantee	✓
	Power and space efficiency guarantee	✓

[1] Pure ranks in the top 1% of all Meraki-managed B2B companies.
[2] Requires purchase of qualifying capacity.
[3] Subject to the Lose Your Storage Guarantee section in the Evergreen//Forever Subscription Description.
[4] Right Size Guarantee available on FlashArray//X.
[5] Subject to the Flat and Fair section in the Evergreen//Forever Subscription Description.

purestorage.com | 800.379.PURE

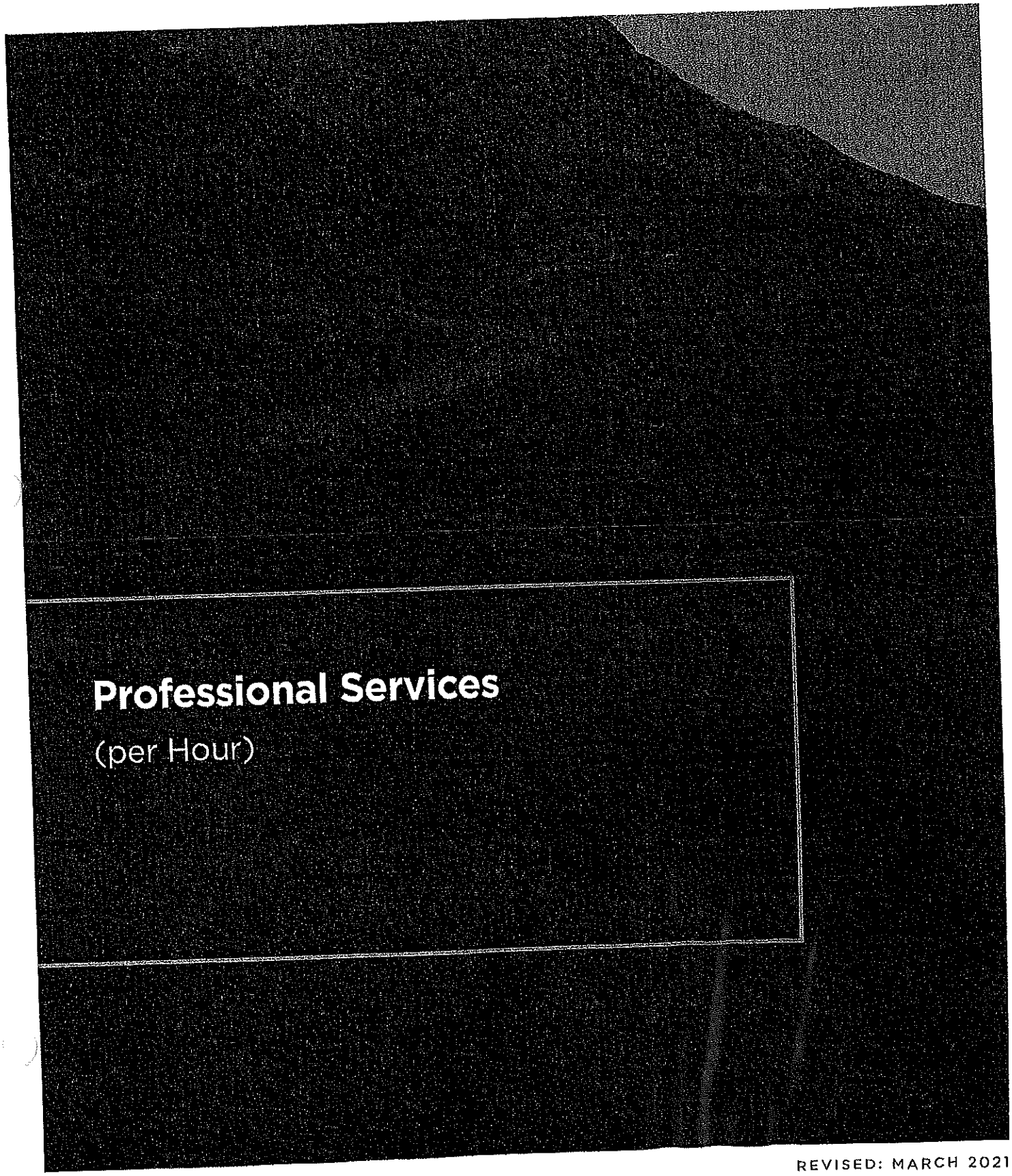
PURESTORAGE®

©2023 Pure Storage, the Pure P Logo, and the marks on the Pure Trademark List at https://www.purestorage.com/legal/productenduserinfo.html are trademarks of Pure Storage, Inc. Other names are trademarks of their respective owners. Use of Pure Storage Products and Programs are covered by End User Agreements, IP, and other terms, available at: https://www.purestorage.com/legal/productenduserinfo.html and https://www.purestorage.com/legal/

PS1115-01-0823-03

illumio

DATASHEET



Professional Services

(per Hour)

REVISED: MARCH 2021

Maximize Your Investment

Partnering with Illumio, you have taken the first step in investing in technology that will transform your security posture. As part of the transition, we apply our expertise and best practices to analyze your existing environment and assist with the cutover.

The next step is to maximize your investment by engaging Illumio Professional Services (PS) to help with any set of tasks that is agreed upon.

Scope of Work

Illumio PS will provide the Customer with a resource for the duration indicated in the Illumio Order Form to assist in the deployment and integration of the Illumio products into the Customer environment. Illumio PS will provide guidance and assistance with any of the following tasks:

Consultancy

- Act as a subject matter expert on the Illumio product set for purposes of assisting the Customer with its integration into its service set.
- Assist the Customer in planning, scheduling, and execution of tasks related to deploying Illumio into the Customer environment.
- At the kickoff meeting, Illumio and the Customer will determine a suitable meeting cadence to review project status and upcoming tasks.
- Act as an interface between the Customer teams and the Illumio product and support teams.
- Provide support to the Security Tooling, Security Operations Center, and Service Owners teams on matters related to the Illumio implementation.
- Assist in the technical review and provide guidance on change preparation related to the Illumio deployment.
- Assist with API usage to allow the integration of Illumio into the Customer's automation framework.

Key Benefits

- Achieve a reliable implementation, from deployment planning to execution, with a dedicated micro-segmentation expert.
- Receive strategic and technical best practice guidance to accelerate deployment timing.
- Empower your teams with product knowledge that will help you maximize the value of your investment.

- Provide guidance to help develop security rulesets and policies related to integrating customer services into Illumio.
- Provide knowledge transfer and education on the Illumio products (supplemental to formal Illumio training services).

PCE Deployment and Integrations

- Provide guidance and assistance with on-premises or cloud PCE deployment.
- Provide guidance and assistance with syslog integration.
- Provide guidance and assistance with SSO integration.

VEN Deployment and Strategy

- Work with the Customer to provide guidance and develop strategy to deploy the VEN onto workloads using the Customer's software distribution platform.

Labeling and Policy Design

- Provide guidance and assistance to the Customer with collecting and analyzing data to help develop a labeling strategy.
- Provide guidance and assistance to the Customer with analyzing application flows and dependencies using Illumination. This data will be used to visualize and develop an application policy design strategy.
- Review Illumio best practice policy guidelines, including core data center services, administrative access, egress traffic, and IP lists.
- Provide guidance and assistance to the Customer with writing policies for the above policy types and intra-scope traffic for application groups.

Customer Responsibilities

- Identify internal resource(s) to coordinate with the Illumio PS consultant and facilitate the project objectives.
- Provide all required physical and logical access to facilitate the delivery of the Services.
- Prioritize tasks and resources to achieve project objectives in a timely manner.
- Provide labeling metadata of the in-scope servers to facilitate correct labeling and identification of equipment in the Customer's environment. Namely, for each host: hostname, IP addressing, and where available, server role, application, environment, and location.
- Once data is imported into the modeling environment by Illumio PS, provide appropriate Customer staff to review and tune the modeling data, such as workload labels.

Out of Scope

- Consultancy or configuration of third-party equipment or software is not in the scope of the work.
- Consultancy or configuration of any Customer systems, software, or equipment is not in the scope of the work.

ePlus

Customer Name: TOWN OF WATERFORD
Quote No: 23036367
Quote Name:
Quotation Date: 09/25/2023

Sales Support Contact: Ed Howard
Sales Support Phone: 603-263-3512
Sales Support Email: ehoward@eplus.com
Account Executive: Steve Plante
Account Executive Phone: 781-615-1322
Account Executive Email: splante@eplus.com

Customer PO No:
Order No:
Expiration Date: 10/25/2023

ePlus Technology inc, 13595 Dulles Technology Drive, Herndon, VA, 20171

Line No.	Part Number	MFG	Description/Line Notes	QTY	Unit Price	Ext Price
001	CS.EPPENT.SOLN.T3.12M	CROWDSTRIKE	FALCON ENDPOINT PROTECTION ENTERPRISE FLEXIBLE BUN DLE	300	21.25	6,375.00
002	CS.TG.STD.12M	CROWDSTRIKE	THREAT GRAPH STANDARD	300	7.98	2,394.00
003	CS.PREVENT.SOLN.T3.12M	CROWDSTRIKE	PREVENT	300	0.00	0.00
004	CS.INSIGHT.SOLN.T3.12M	CROWDSTRIKE	INSIGHT	300	0.00	0.00
005	CS.DEVICEBP.SOLN.T3.12M	CROWDSTRIKE	FALCON DEVICE CONTROLBUNDLE PROMO	300	4.16	1,248.00
006	RR.HOS.ENT.EXPS.12M	CROWDSTRIKE	EXPRESS SUPPORT	1	1,502.28	1,502.28
007	RR.PSO.ENT.NCAP.12M	CROWDSTRIKE	UNIVERSITY LMS SUBSCRIPTION NEW CUSTOMER ACCESS PA SS	2	0.00	0.00
008	CS.SPOTLT.SOLN.T3.12M	CROWDSTRIKE	FALCON SPOTLIGHT	300	8.34	2,502.00
TOTALS						14,021.28

Shipping:
Packing:

Sub Total (USD):	**14,021.28**
Est. Tax (USD):	**TBD if Applicable**
Shp&Hnd (USD):	**0.00**
Total (USD):	**14,021.28**

All orders are governed by your organization's signed agreement with ePlus or applicable public sector contract; if there is no such agreement the Customer Terms and Conditions for Products and/or Services located at www.ePlus.com govern. No additional or contrary terms in a purchase order shall apply, and ePlus' performance shall not be deemed acceptance of any preprinted PO terms. Use of software, subscription services or other products resold by ePlus is subject to manufacturer/publisher end user agreements or subscription terms. Any periodic payment obligations for specific offerings, along with customer-incurred overages, consumption fees, add-ons, quantity adjustments and automatic renewals are non-cancelable for any reason except by public sector customers required by law to terminate due to non-appropriation of funds.

PLEASE NOTE: Recent supply chain disruption and tariffs on certain imports are causing price increases for many IT products, with little or no notice, and beyond ePlus' control. As a result, this quote is subject to change without notice, even before the expiration date reflected above. Related manufacturer policy changes may result in orders being non-cancelable and products non-returnable except in accordance with the manufacturer warranty. Please confirm pricing and other restrictions prior to order placement. Unless freight amount is indicated, or is zero, freight will be added to the invoice. Unless Bill-To company is exempt from Sales Tax, it will be added to the invoice. Recognizing that the global pandemic has disrupted operations for many organizations, ePlus will ship products for delivery in accordance with customer's written ship-to instructions and products will be deemed delivered notwithstanding any failure of customer personnel to sign for receipt due to facility closing or otherwise.

Customer Acceptance	Bill To	Ship To
Signature: _____	TOWN OF WATERFORD	TOWN OF WATERFORD
Name: _____	15 ROPE FERRY ROAD	
Title: _____	WATERFORD CT 06385	UNITED STATES
Date: _____	UNITED STATES	
Customer PO #: _____		

©2023 ePlus inc. All rights reserved.

*NGDC P

CROWDSTRIKE

CrowdStrike Products
Data Sheet

Falcon Insight XDR

The world's leading AI-powered platform for unified endpoint detection and response (EDR) and extended detection and response (XDR)

Challenges

Today's adversaries are moving faster than ever. To keep pace, organizations continue to rely on a collection of disparate security tools to identify and mitigate threats. These siloed security tools are inherently ineffective, complicating and slowing incident detection and remediation.

To make matters worse, today's sophisticated threat actors know where to look for gaps in security silos. They can slip between defenses and move laterally across the network, flying under the radar for extended periods of time, lying in wait and gathering reconnaissance data for future attacks.

To outpace the adversaries, organizations must use EDR to optimize threat detection, investigation, hunting and response enterprise-wide, and use XDR to extend visibility and control across all key attack surfaces.

Solution

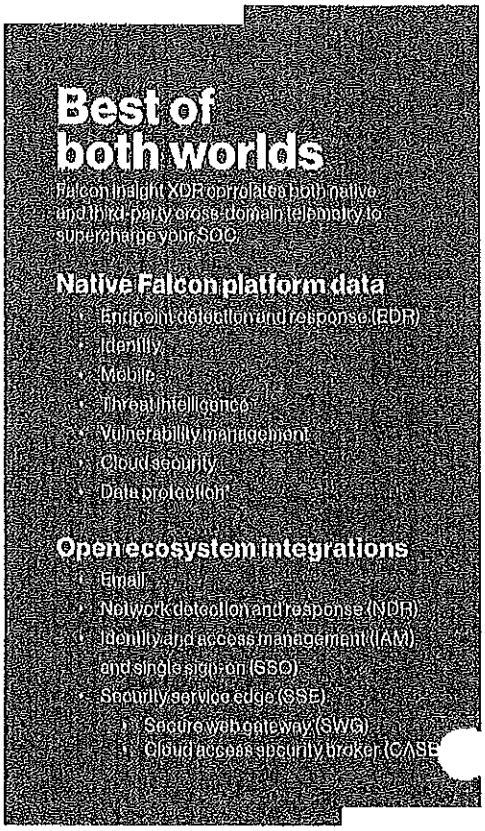
As a global cybersecurity leader, CrowdStrike brings over a decade of expertise building the world's most advanced cloud-native platform and industry's dominant EDR offering to pioneer a new approach: unified EDR and XDR. The CrowdStrike Falcon® platform combines the world's best threat intelligence with innovative detection and response technology to better understand and stay ahead of adversaries. CrowdStrike Falcon® Insight XDR extends enterprise-wide visibility, detects advanced threats and responds automatically across endpoints and beyond.

Key benefits

- Create a cohesive, more effective cybersecurity ecosystem
- Optimize security operations with prioritized incident-driven insights
- Accelerate cross-domain threat analysis, investigation and hunting from a single console
- Speed response times and orchestrate action against sophisticated attacks
- Improve threat visibility and situational awareness across the enterprise
- Stop breaches that siloed tools and legacy approaches often miss

Key capabilities

Falcon Insight XDR correlates native and third-party cross-domain telemetry to deliver high-confidence detections, unprecedented investigative efficiency and rapid, confident response. Gain unparalleled visibility across your endpoints and extended security ecosystem with third-party connectors for all key security domains, and enable your security team with one unified, threat-centric command console.



Gain more effective security outcomes

Tap into industry-leading EDR and XDR in a single platform: Start with the endpoint and easily activate extended capabilities to unlock cross-domain detections, investigations and response across your entire enterprise.

Create a cohesive, more effective cybersecurity ecosystem: Gain actionable insights by combining previously siloed data into one single source of security truth — a central repository for endpoint and cross-domain telemetry.

Gather, aggregate and normalize with ease: Falcon Insight XDR strikes the balance between EDR, native XDR and open XDR with a combined approach for the most holistic view of your environment. Native first-party data, such as EDR telemetry, from modules across the Falcon platform can be combined with normalized data from third-party sources to provide an easy-to-understand view of an attack from start to finish.

- Native XDR: Falcon Insight XDR correlates native data from across the entire Falcon platform at no additional cost* to truly unify security operations and paint the complete picture of advanced attacks beyond the endpoint.
- Open XDR: Also known as Hybrid XDR, purpose-built XDR integrations and a common data schema together enable third-party security data ingestion at massive scale. This open approach ensures security teams have the visibility they need in one unified XDR command console.

Optimize security operations

Find attacks missed by siloed approaches: Detect stealthy cross-domain attacks with industry-leading threat intelligence and world-class AI, providing a tight human feedback loop from CrowdStrike threat hunters, managed detection and response (MDR) experts and incident response (IR) specialists. Out-of-the-box and custom detection capabilities give you the power and flexibility you need to outpace the adversary.

Streamline triage and investigation: Prioritized alerts, rich context and detailed detection information mapped to the MITRE ATT&CK® framework help analysts quickly understand and act on threats. The intuitive Falcon console lets you quickly tailor views, filter and pivot across data sets with ease. Automatic sandbox submissions and in-depth threat actor profiles allow for complete understanding of the threat and adversary behind it.

Be immediately operational: The Falcon platform's single lightweight agent deploys in minutes and is immediately operational — no reboots required. With unmatched detection and visibility from Day One, the easy-to-use Falcon Insight XDR interface delivers an unrivaled analyst experience with seamless workflows across endpoint protection (EPP), EDR, XDR and threat intelligence for maximum efficiency.

Benefit from experts at the ready: Strike the right balance of technology and expertise with pioneering 24/7 proactive threat hunting and the world's #1 MDR service with full-cycle remediation. Falcon Insight XDR users benefit from the tight feedback loop between CrowdStrike's products and industry-leading experts, whether you manage the Falcon platform yourself or upgrade to CrowdStrike Falcon® Complete XDR for a fully managed experience.

Harmonize and simplify response across the enterprise

Rapidly respond with surgical precision: Detailed detection information, from impacted hosts and root cause to indicators and timelines, helps to rapidly remediate threats. Powerful response capabilities such as Falcon Real Time Response (RTR) allow you to eradicate threats with surgical precision from anywhere in the world.

Take action across the ecosystem: Trigger response actions across Falcon-protected hosts and through third-party solutions. One unified command console empowers analysts, from containing a host under attack to automatically enforcing more restrictive user access policies based on detection criticality through third-party solutions.

Orchestrate and automate workflows: CrowdStrike Falcon® Fusion security orchestration automation and response (SOAR) automates and streamlines tasks, from notifications and repetitive tasks to complex workflows, dramatically improving the efficiency of your SOC teams.

Newly announced Falcon Insight XDR capabilities*

XDR AI Investigator: Radically transform the speed and efficiency of investigations with XDR AI Investigator. Focus on incidents instead of alerts and engage AI to accelerate incident triage and investigation for analysts of all skill levels.

XDR Incident Workbench: Accelerate response times with this all-new lightning-fast user experience designed around incidents, not standalone alerts. Analysts can optimize workflows with intelligent entity linking, added cross-domain context, annotations, incident history tracking and more.

Collaborative Command Center: Security analysts around the world can now collaborate on incidents in real time from a unified source of truth. Together, teams can triage, investigate and respond as a unit to outpace the adversary.

XDR for All: Falcon Insight XDR users get native XDR included at no additional cost to accelerate investigations with comprehensive endpoint, identity, cloud and data protection telemetry from across the Falcon platform.

*The above indicated section(s) include(s) forward-looking statements including, but not limited to, statements concerning the expected timing of product and feature availability, the benefits and capabilities of our current and future products and services, and our strategic plans and objectives. Such statements are subject to numerous risks and uncertainties and actual results could differ from those statements. Any future products, functionality and services may be abandoned or delayed, and customers should make decisions to purchase products and services based on features that are currently available.

About CrowdStrike

CrowdStrike (Nasdaq: CRWD), a global cybersecurity leader, has redefined modern security with the world's most advanced cloud-native platform for protecting critical areas of enterprise risk — endpoints and cloud workloads, identity and data.

Powered by the CrowdStrike Security Cloud and world-class AI, the CrowdStrike Falcon® platform leverages real-time indicators of attack, threat intelligence, evolving adversary tradecraft and enriched telemetry from across the enterprise to deliver hyper-accurate detections, automated protection and remediation, elite threat hunting and prioritized observability of vulnerabilities.

Purpose-built in the cloud with a single lightweight-agent architecture, the Falcon platform delivers rapid and scalable deployment, superior protection and performance, reduced complexity and immediate time-to-value.

CrowdStrike: We stop breaches.

Free Trial →

© 2023 CrowdStrike, Inc. All rights reserved.

CROWDSTRIKE

Data Sheet

Falcon Device Control

Ensures safe device usage, visibility and granular control: the industry's only cloud-delivered device control solution

Ensuring Safe and Accountable Device Usage

The portability and usability of USB devices make them essential in today's enterprise environments. Yet these devices pose a significant security risk of bringing malware into organizations and leaking out data like source code, both intentionally and unintentionally. Although device control solutions exist, they don't provide the contextual visibility and granular control required to understand and manage today's powerful devices.

CrowdStrike Falcon® Device Control ensures the safe utilization of USB devices across your organization. Built on the CrowdStrike Falcon® platform, it uniquely combines visibility and granular control, allowing administrators to ensure that only approved devices are used in your environment. File metadata capabilities let analysts see unique details about documents, files and data copied to external media devices. CrowdStrike's industry-leading machine learning (ML) platform detects source code movement and identifies over 40 programing languages. When used with CrowdStrike Falcon® Insight XDR, visibility is extended, adding searchable history and logs of USB device usage.

Key Benefits

- Mitigate risks associated with USB devices, including source code exfiltration
- Gain automatic visibility into USB device usage
- Control device usage with precision
- Implement and manage policies without hassle

Key Product Capabilities

Visibility across USB device usage — effortlessly

- **Discover devices automatically:** Gain continuous insight into USB devices across your organization. Falcon Device Control automatically reports device type (e.g., mass storage, human interface, etc.) with manufacturer, product name and serial number. You have visibility into all devices operating over the USB bus, including internal/non-removable USB devices.
- **Tap into a wealth of information at your fingertips:** Immediately see which devices are used in your environment and how they are being used at a glance via usage dashboards. Falcon Insight XDR paired with Falcon Device Control provides insight into processes executed from USB storage, users and hosts where USB devices were used.

- **Gain immediate and powerful search capabilities:** Falcon Device Control provides fast and powerful search capabilities. Examine your environment for vital information such as the devices used on a specific machine. Hunt through extended file metadata and source code ML detections for data loss and exfiltration activities. When used with Falcon Insight XDR, search expands to include historical logs of device usage or blocking.
- **Extend Falcon Insight XDR visibility:** Monitor files written to storage, giving you visibility into what's being copied to devices.

Precise and granular policy enforcement

- **Ensure strict policy enforcement:** Define device control policies for endpoint groups, and allowlist and blocklist devices by class, vendor, product serial number and/or specific device ID. Define device control policies for endpoints both on and offline.
- **See the impact of policies before implementing them:** Alerts and dashboards allow you to see how your policies will impact users before enabling enforcement.
- **Define granular policies for drives:** Allow read/write or read-only access, while blocking execution of applications on USB drives.
- **Automatically get device information for quick and easy policy creation and management workflows:** Falcon Device Control automatically obtains devices' vendor, class model and serial number, without requiring the use of external tools or device managers, allowing you to create policies for all devices being used in your environment.

Seamless integration with Falcon endpoint protection

- **One agent, one console, one platform:** Falcon Device Control is 100% cloud-managed and delivered via a single lightweight-agent architecture as part of the world's most advanced cloud-native platform.
- **Immediate implementation and management:** The Falcon platform's single lightweight-agent architecture delivers rapid and scalable deployment, superior protection and performance, reduced complexity and immediate time-to-value.

Empowers you with immediate USB device visibility and protection at your fingertips

You want your users to be able to use their portable devices without being exposed to the inherent risks. That's why Falcon Device Control provides the granular visibility and control needed to enable safe device usage, while leveraging the extensibility of the Falcon platform.

Provides visibility and granular control

Falcon Device Control provides visibility over USB device usage and granular control over utilization for fast and easy mitigation of the risks associated with those devices.

About CrowdStrike

CrowdStrike (Nasdaq: CRWD), a global cybersecurity leader, has redefined modern security with the world's most advanced cloud-native platform for protecting critical areas of enterprise risk — endpoints and cloud workloads, identity and data.

Powered by the CrowdStrike Security Cloud and world-class AI, the CrowdStrike Falcon® platform leverages real-time indicators of attack, threat intelligence, evolving adversary tradecraft and enriched telemetry from across the enterprise to deliver hyper-accurate detections, automated protection and remediation, elite threat hunting and prioritized observability of vulnerabilities.

Purpose-built in the cloud with a single lightweight-agent architecture, the Falcon platform delivers rapid and scalable deployment, superior protection and performance, reduced complexity and immediate time-to-value.

CrowdStrike: **We stop breaches.**

Follow us: **Blog | Twitter | LinkedIn | Facebook | Instagram**

© 2023 CrowdStrike, Inc. All rights reserved.

Start Free Trial of Next-Gen AV

Learn more at **www.crowdstrike.com**

CROWDSTRIKE

Data Sheet

FALCON SPOTLIGHT

Providing immediate visibility to automate and prioritize vulnerability management processes

REAL-TIME VULNERABILITY MANAGEMENT AND PRIORITIZATION

CrowdStrike Falcon Spotlight™ provides an immediate, scanless solution for comprehensive vulnerability assessment, management and prioritization for IT analysts. Built on the CrowdStrike Falcon® platform, it offers vulnerability prediction and dynamic rating capabilities as well as intuitive reports, dashboards and filters to help your IT staff improve your security posture.

Using Falcon Spotlight, you can see the vulnerabilities exposed within your organization's environment and easily prioritize these with the Exploit Prediction Rating AI (ExPRT.AI) model. ExPRT.AI relies on a vast database of sources, including CrowdStrike's own threat intelligence, to enable you to more accurately prioritize vulnerabilities that are critical to your business. After you've prioritized your vulnerabilities and remediations, use the built-in integrations with the Falcon platform to deploy emergency patches, create custom dashboards to monitor your remediation efforts, and kick off external IT workflows with reports, integrations and APIs.

Powered by the CrowdStrike Security Cloud and world-class AI, Falcon Spotlight sits within the CrowdStrike Falcon Platform, leveraging the single lightweight-agent architecture. With Falcon Spotlight continuously monitoring for vulnerability exposures, IT staff will always have access to up-to-date information, with virtually no impact to your endpoints.

KEY BENEFITS

- Automate assessment for vulnerabilities with the Falcon sensor on all of your endpoints, whether on or off the network
- Shorten time-to-respond with real-time visibility into vulnerabilities and threats in your environment
- Prioritize and predict which vulnerabilities are most likely to affect your organization with ExPRT rating
- Use intuitive dashboards to get the vulnerability data that is relevant to your organization, or create custom dashboards
- Bridge the gap between security and IT tools with always-available on-demand vulnerability data and patching orchestration
- Initiate emergency patching for critical vulnerabilities with native Falcon integrations

KEY CAPABILITIES

REDUCE VULNERABILITY PRIORITIZATION EFFORT

Falcon Spotlight is a dynamic vulnerability management solution equipped with intuitive dashboards and powerful filtering capabilities, enabling you to improve your organization's security posture by serving up the most relevant information. Dashboard capabilities include:

- **ExPRT rating:** Immediately prioritize which vulnerabilities are truly relevant to your organization with a dynamic rating that more accurately shows risk levels. The rating is adjusted according to a vast database of source data.
- **Exploit status:** Using integrated vulnerability exploit and threat intelligence, you can easily identify which vulnerabilities in your environment represent the greatest risk, and build reports and dashboards that keep track of these vulnerabilities.
- **Recommended remediations:** Ensure that your remediation efforts are reducing the most risk. Falcon Spotlight intelligently recommends the highest-impact patches to deploy, reducing the chances of deploying a superseded patch.
- **Installed patches:** Use the Installed Patches page to identify which patches are active across your environment, or which patches have been installed but are pending a reboot.

AUTOMATE VULNERABILITY ASSESSMENT

Take advantage of the Falcon platform and lightweight agent to eliminate the burden of lengthy, performance-impacting scans. With scanless technology, automated data collection and a real-time user interface, your IT staff gains a continuous, comprehensive picture of all endpoints in your organization — no more outdated reporting or long scans slowing down regular business processes.

IMPROVE SECURITY OPERATION EFFICIENCY

Streamline your vulnerability management program with custom dashboard features. Create and save custom filters so staff can quickly navigate and research critical issues. Use the custom team dashboards to share insights across your entire team, and set remediation timeframes to speed vulnerability resolution and increase your team's efficiency.

REDUCE OVERALL COMPLEXITY

Falcon Spotlight does not require an additional agent, and endpoints no longer need to use cumbersome hardware or weighty agents, or be on the network to be assessed. Falcon Spotlight is always on, seamlessly bridging the gap between vulnerability management and the rest of the Falcon platform, enriching threat detection and intelligence use cases. Simply select a vulnerability within the dashboard to see a wealth of data around threat actors, including threat intelligence reports and additional insights. Since all data is housed within the same console, analysts can pivot quickly to those vulnerabilities that show the most significant risk to resolve them first.

For hosts with critical vulnerabilities that need remediation instantly, IT staff can take advantage of emergency patching — it's a simple one-click action for Windows patch updates.

A SINGLE SOLUTION FOR CONTINUOUS VULNERABILITY ASSESSMENT AND MONITORING

Eliminate the need for cobbling together tools to get a complete vulnerability picture — Falcon Spotlight connects the dots, providing immediate visibility of your environment.

Tap into the full power of contextual data by using threat intelligence in conjunction with Falcon Spotlight.

Maintain business productivity with virtually no impact on any endpoint.

Speed up your search results with custom saved searches or universal search to filter results across the entire Falcon console.

Utilize the tight integration between the Falcon platform and other Falcon modules for additional in-depth research.

ABOUT CROWDSTRIKE

CrowdStrike Holdings, Inc. (Nasdaq: CRWD), a global cybersecurity leader, has redefined modern security with one of the world's most advanced cloud-native platforms for protecting critical areas of enterprise risk – endpoints and cloud workloads, identity and data.

Powered by the CrowdStrike Security Cloud, the CrowdStrike Falcon® platform leverages real-time indicators of attack, threat intelligence, evolving adversary tradecraft and enriched telemetry from across the enterprise to deliver hyper-accurate detections, automated protection and remediation, elite threat hunting and prioritized observability of vulnerabilities.

Purpose-built in the cloud with a single lightweight-agent architecture, the Falcon platform enables customers to benefit from rapid and scalable deployment, superior protection and performance, reduced complexity and immediate time-to-value.

CrowdStrike: **We stop breaches.**

Learn more: **https://www.crowdstrike.com/**

Follow us: **Blog | Twitter | LinkedIn | Facebook | Instagram**

Start a free trial today: **https://www.crowdstrike.com/free-trial-guide/**

© 2022 CrowdStrike, Inc. All rights reserved. CrowdStrike, the falcon logo, CrowdStrike Falcon and CrowdStrike Threat Graph are marks owned by CrowdStrike, Inc. and registered with the United States Patent and Trademark Office, and in other countries. CrowdStrike owns other trademarks and service marks, and may use the brands of third parties to identify their products and services.

TOWN OF WATERFORD
GENERAL FUND
2024/2025 PROPOSED BUDGET

DEPT/AGENCY: **10103** **BOARD OF FINANCE**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND/ ENCUMB AS OF 10/24/23	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM.	Department INCREASE/ (DECREASE)	Department PERCENT INCREASE/ (DECREASE)
PERSONNEL COSTS									
51210	CLERICAL/TECHNICAL	1,492	2,893		296	1,587		(1,306)	-45.14%
51920	F.I.C.A	114	221		23	121		(100)	-45.25%
SUBTOTAL		**1,606**	**3,114**	**0**	**319**	**1,708**	**0**	**(1,406)**	**-45.15%**
SERVICES									
52010	ADVERTISING	181	2,000		0	2,000		0	0.00%
52030	PROFESSIONAL FEES	69,117	65,000		48,543	76,960		11,960	18.40%
SUBTOTAL		**69,298**	**67,000**	**0**	**48,543**	**78,960**	**0**	**11,960**	**17.85%**
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	13	45		0	45		0	0.00%
SUBTOTAL		**13**	**45**	**0**	**0**	**45**	**0**	**0**	**0.00%**
DEPARTMENT TOTAL		**70,917**	**70,159**	**0**	**48,862**	**80,713**	**0**	**10,554**	**15.04%**

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF FINANCE (10103)

BUDGET FUNCTION

THE BOARD OF FINANCE HAS THE RESPONSIBILITIES AS ESTABLISHED BY WATERFORD ORDINANCE 3.3 (BOARD OF FINANCE).

"THE BOARD OF FINANCE SHALL PREPARE THE TOWN BUDGET AND LAY THE TAXES IN ACCORDANCE WITH SECTION 7-344 OF THE GENERAL STATUTES. THE BOARD MAY APPORTION TAXES BETWEEN YEARS IN ACCORDANCE WITH SECTION 7-346 OF THE GENERAL STATUTES. THE BOARD MAY TRANSFER UNEXPENDED BALANCES IN ACCORDANCE WITH SECTION 7-347 OF THE GENERAL STATUTES. THE BOARD MAY APPROVE SPECIAL APPROPRIATIONS IN ACCORDANCE WITH SECTION 7-348 OF THE GENERAL STATUTES. THE BOARD SHALL PRESCRIBE THE METHOD BY WHICH, AND THE PLACE WHERE, ALL RECORDS AND BOOKS OF ACCOUNTS OF THE TOWN OR OF ANY DEPARTMENT OR SUBDIVISION THEREOF SHALL BE KEPT. THE BOARD SHALL ARRANGE FOR THE ANNUAL AUDIT AS REQUIRED UNDER CHAPTER 111 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL PUBLISH AN ANNUAL REPORT AS SET FORTH IN SECTION 7-406 OF THE GENERAL STATUTES. THE BOARD OF FINANCE SHALL HAVE ALL OTHER POWERS AND DUTIES AS BESTOWED BY THE GENERAL STATUTES."

BUDGET SUMMARY

PERSONNEL COSTS

Personnel costs cover the board's clerical support. The FY25 budget request is decreased by 45.14% because of the change in salary for the current finance department staff providing Board of Finance support.

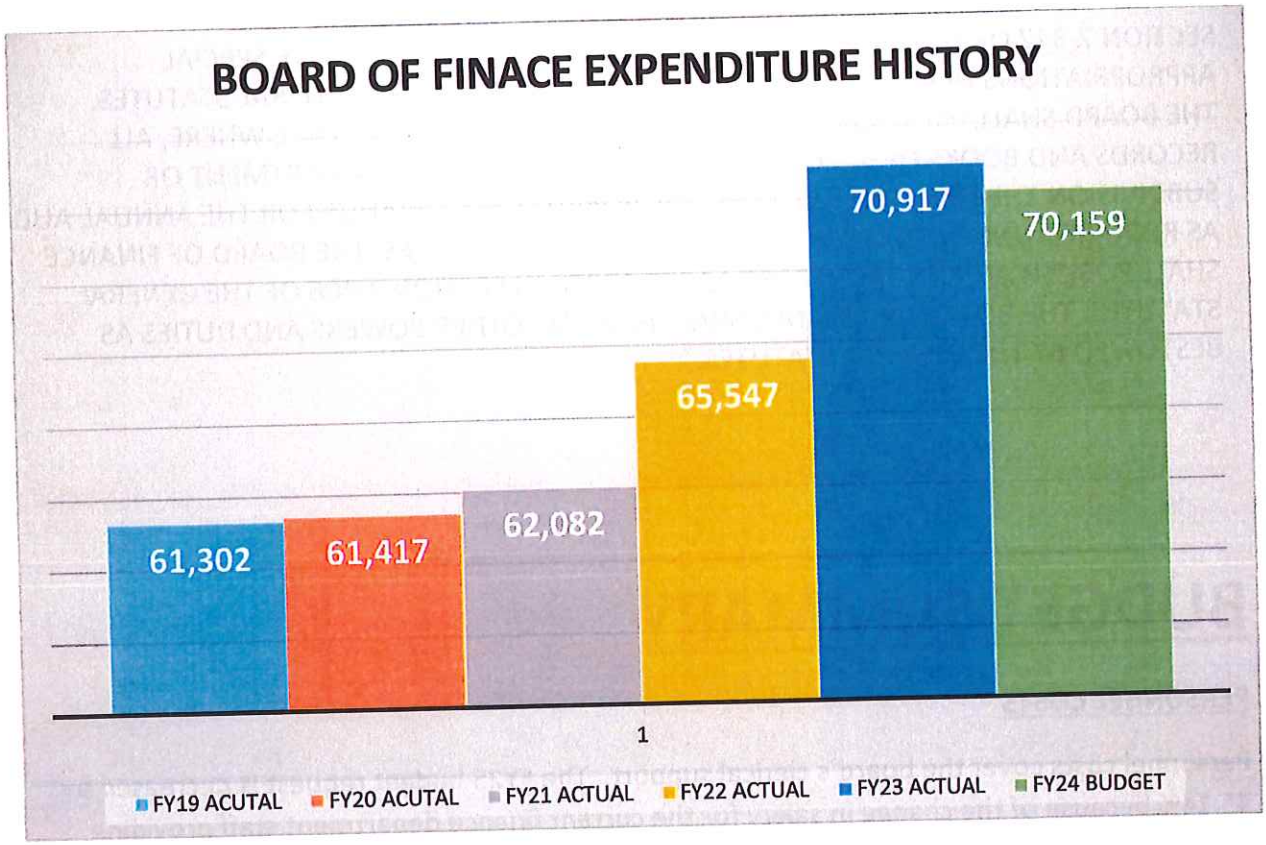
SERVICES

The FY25 budget request reflects a total 17.85% increase over the previous year due to a contractual agreement increase in our audit costs. The contract with our current audit firm (CLA) will expire at the end of FY25 audit.

MATERIALS & SUPPLIES

The FY25 budget request includes funds for new member signs that may be needed after local elections or any other supply that may be needed by the board membership.

EXPENDITURE HISTORY



TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF FINANCE
2024/2025 FISCAL YEAR

EMPLOYEE	# OF MEETINGS [1]	HOURS/ MEETING [2]	TOTAL HOURS	HOURLY RATE OF PAY[3]	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 THROUGH 9/6/23	2024/2025 PROPOSED	PAYROLL TAXES
51210 - CLERICAL/TECHNICAL												
RECORDING SECRETARY	21	2.01	42.21	$ 37.59	2,266.79	1,261.65	1,459.61	1,717.54	1,492.24	155.90	1,586.67	121.38
TOTALS					**2,266.79**	**1,261.65**	**1,459.61**			**155.90**	**1,586.67**	**121.38**
		TOTAL HOURS			43.50	39.86	31.75	49.25	36.75			
		# OF MEETINGS			19.00	21.00	21.00	19.00	21.00			
		AVERAGE HOURS/MEETING			2.29	1.90	1.51	2.59	1.75			
		5 YEAR AVG HOURS/MEETING									2.01	

[1] Number of FY25 meetings scheduled is 21
[2] Budget is calculated using a 5-year average. Actual hours vary depending on the meeting agenda.

TOWN OF WATERFORD
ADVERTISING - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
52010	ADVERTISING	1,953	1,950	1,694	551	181	0	2,000

ACCOUNT JUSTIFICATION

Legal notices for Public Hearing and printing of Proposed Budget in newspaper as required by Charter.

TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF FINANCE
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52030	PROFESSIONAL SERVICES	56,900	58,100	58,800	62,500	69,117	22,210

ACCOUNT JUSTIFICATION

Fee to conduct annual audit as required by the Municipal Auditing Act - Chapter 111 of Connecticut State Statutes

The FY23 audit year is the first year of a three-year contract. The budgeted amount is per the awarded contract.

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES - FINANCE DEPARTMENT
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23
52070	REIMB TOWN EXPENSES	0	0	0	0	0	0

ACCOUNT JUSTIFICATION

Out of pocket expenses paid for by Board members or Town employees

TOWN OF WATERFORD
OFFICE SUPPLIES - BOARD OF FINANCE
2024/2025FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2018/2019 ACTUAL	2019/2020 ACTUAL	2020/2021 ACTUAL	2021/2022 ACTUAL	2022/2023 ACTUAL	2023/2024 AS OF 9/6/23	PROPOSED 2024/2025
53010	OFFICE SUPPLIES	8	9	16	35	13	0	45

ACCOUNT JUSTIFICATION

Miscellaneous office supplies, such as name plates for new board members, not purchased through the consumable supplies line item in

FOR 2023 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10103 BD OF FINANCE							
52010 ADVERTISING							
10103 52010 ADVERTISING	2,300.00	0.00	2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL BD OF FINANCE	2,300.00	0.00	2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL GENERAL FUND	2,300.00	0.00	2,300.00	181.04	0.00	2,118.96	7.9%
TOTAL EXPENSES	2,300.00	0.00	2,300.00	181.04	0.00	2,118.96	
GRAND TOTAL	2,300.00	0.00	2,300.00	181.04	0.00	2,118.96	7.9%

** END OF REPORT - Generated by Kimberly Allen **

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT	01/01/23-01/31/23

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	02/28/2023

Current	Over 30 Days	Over 60 Days	Total Balance
$181.04	$0.00	$0.00	$181.04

WATERFORD - TOWN OF/FINANCE
DEPARTMENT
15 ROPE FERRY ROAD
WATERFORD, CT 06385
United States

MAKE CHECKS PAYABLE TO DAY PUBLISHING COMPANY
Include your account # on your check remittance

STATEMENT NUMBER
29039
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO#	SIZE/LINES OR QTY	NET AMOUNT
	Previous Balance				$0.00
01/27/23	Request for Qualifications-RFQ #23-101	CPNW, DAY, DCW	d01050842 Request for Qualific	2 col X 22 Lines	$181.04

Day Credit Department	**860-701-4204**	**Accounting Fax**	**860-437-7504**
Community Classifieds - Toll Free	**800-582-8296**	**Advertising Fax**	**860-437-8780**
Day Publishing Company - Toll Free	**800-542-3354**	**Classified Fax**	**860-442-5443**

Billing Period	Account Number	Customer
01/01/23-01/31/23	D93036	WATERFORD - TOWN OF/FINANCE DEPARTMENT

Current Due	Over 30 Days	Over 60 Days	Total Balance
$181.04	$0.00	$0.00	$181.04

Inv# 29039 $ 181.04
THE DAY PUBLISHING CO., INC.
01/31/2023 # Pages 1 FP1 D0C86S538

REC'D PURCHASING
1 FEB '23 PM12:56

APPROVED
VENDOR# 157
PO# — FY 23
CLOSE PO Y___ N—
ACCOUNT # 10103-50010
AMOUNT $181.04
SIGN
DATE 2/6/23

Payment Terms - Net End of Month A FINANCE CHARGE OF 1.5% PER MONTH ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

FOR 2022 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10103 BD OF FINANCE							
52010 ADVERTISING							
10103 52010 ADVERTISING	2,300.00	0.00	2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL BD OF FINANCE	2,300.00	0.00	2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL GENERAL FUND	2,300.00	0.00	2,300.00	550.65	0.00	1,749.35	23.9%
TOTAL EXPENSES	2,300.00	0.00	2,300.00	550.65	0.00	1,749.35	
GRAND TOTAL	2,300.00	0.00	2,300.00	550.65	0.00	1,749.35	23.9%

** END OF REPORT - Generated by Kimberly Allen **

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	TOWN OF WATERFORD - TOWN CLERK	03/01/22-03/31/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	04/30/2022

Current	Over 30 Days	Over 60 Days	Total Balance
$406.90	$0.00	$0.00	$406.90

TOWN OF WATERFORD - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

Inv# MARCH 2022 D93177 $ 406.90
THE DAY PUBLISHING CO., INC.
03/31/2022 # Pages 1 FP1 D0C71S453

MAKE CHECKS PAYABLE TO DAY PUBLISHING COMPANY
Include your account # on your check remittance

STATEMENT NUMBER
11861
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE / PO	SIZE / LINES / ORDER	NET AMOUNT
	Previous Balance				$167.60
03/21/22	Payment		308350		-$167.60
03/21/22	waterford notice	CPNW, DAY, DCW	d01026606 Board of Finance Pub	2 col X 8 Lines	$100.65
03/28/22	waterford notice	CPNW, DAY, DCW	d01026959 REPRESENTATIVE TOWN	2 col X 38 Lines	$306.25

Day Credit Department 860-701-4204
Community Classifieds - Toll Free 800-582-8296
Day Publishing Company - Toll Free 800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer
03/01/22-03/31/22	D93177	TOWN OF WATERFORD - TOWN CLERK

Current Due	Over 30 Days	Over 60 Days	Total Balance
$406.90	$0.00	$0.00	$406.90

APPROVED

Ok to pay
10117-52010
306.25

VENDOR# 157
PO# — FY 22
CLOSE PO Y — N —
ACCOUNT # 10103 — 52010
AMOUNT $100.65
SIGN
DATE 4/4/22

TOWN CLERK

RECEIVED FOR RECORD
WATERFORD, CT
2022 APR -1 PM 1:52

Payment Terms - Net End of Month **A FINANCE CHARGE OF 1.5% PER MONTH** ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93177	TOWN OF WATERFORD, TOWN CLERK	04/01/22-04/30/22

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	05/30/2022

Current	Over 30 Days	Over 60 Days	Total Balance
$1,319.05	$0.00	$0.00	$1,319.05

REC'D FINANCE
MAY 3 '22 AM10:27

TOWN OF WATERFORD - TOWN CLERK
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

RECEIVED FOR RECORD
WATERFORD, CT
MAY -2 PM 1:
TOWN CLERK

MAKE CHECKS PAYABLE TO DAY PUBLISHING COMPANY
Include your account # on your check remittance

STATEMENT NUMBER
13739
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE NO	LINES/ AD SIZE	NET AMOUNT
	Previous Balance				$406.90
04/18/22	Payment		308638		-$406.90
04/01/22-04/02/22	waterford notice	CPNW, DAY, DCW	d01027917 Dem party notice	2 col X 15 Lines	$130.15
04/01/22-04/02/22	waterford notice	CPNW, DAY, DCW	d01027918 Rep party notice	2 col X 15 Lines	$130.15
04/06/22	waterford notice	CPNW, DAY, DCW	d01028157 Rust Abatement Proje	2 col X 26 Lines	$209.80
04/06/22	waterford notice	CPNW, DAY, DCW	d01028158 REQUEST FOR QUALIFIC	2 col X 24 Lines	$198.00
04/22/22	2023 Budget display ad	DAY	d01028736 2023 Budget Display	6x10.00 59.84	$450.00
04/29/22	waterford notice	CPNW, DAY, DCW	d01029694 Annual Budget Meetin	2 col X 24 Lines	$200.95

TC
TC
Fin
Fin
BDF
RTM

Day Credit Department	**860-701-4204**	**Accounting Fax**	**860-437-7504**
Community Classifieds - Toll Free	**800-582-8296**	**Advertising Fax**	**860-437-8780**
Day Publishing Company - Toll Free	**800-542-3354**	**Classified Fax**	**860-442-5443**

Billing Period	Account Number	Customer
04/01/22-04/30/22	D93177	TOWN OF WATERFORD - TOWN CLERK

Current Due	Over 30 Days	Over 60 Days	Total Balance
$1,319.05	$0.00	$0.00	$1,319.05

Ok to pay
10117 - 52010 $200.95
10109 - 52010 $260.30
5/3/22

Inv# APRIL 2022 D93177 $ 911.25
THE DAY PUBLISHING CO., INC.
04/30/2022 # Pages 2 FP2 D0C73S260

Payment Terms - Net End of Month **A FINANCE CHARGE OF 1.5% PER MONTH** ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10103 BD OF FINANCE						
52030 PROFESSIONAL FEES						
10103 52030 PROFESSIONAL FEES						
61,800.00	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL BD OF FINANCE						
61,800.00	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL GENERAL FUND						
61,800.00	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%
TOTAL EXPENSES						
61,800.00	7,318.00	69,118.00	69,117.31	0.00	0.69	
GRAND TOTAL						
61,800.00	7,318.00	69,118.00	69,117.31	0.00	0.69	100.0%

** END OF REPORT - Generated by Kimberly Allen **

FOR 2022 13

	ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10103 BD OF FINANCE							
52030 PROFESSIONAL FEES							
10103 52030 PROFESSIONAL FEES	59,300.00	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL BD OF FINANCE	59,300.00	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL GENERAL FUND	59,300.00	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%
TOTAL EXPENSES	59,300.00	3,200.00	62,500.00	62,500.00	0.00	0.00	
GRAND TOTAL	59,300.00	3,200.00	62,500.00	62,500.00	0.00	0.00	100.0%

** END OF REPORT - Generated by Kimberly Allen **

Bid Sheet

FIFTEEN ROPE FERRY ROAD

WATERFORD, CT 06385-2886

REQUEST FOR PROPOSALS FORM
TOWN OF WATERFORD AUDIT SERVICES
RFQ #23-101

CLA (CliftonLarsonAllen LLP) 29 South Main Street, West Hartford, CT 06107
VENDOR NAME AND ADDRESS

Vanessa Rossitto, Principal
PRINTED NAME AND TITLE OF VENDOR'S AGENT

P: 860-561-6824 | F: 860-521-9241 | E: vanessa.rossitto@CLAconnect.com
PHONE AND FACSIMILE NUMBERS, E-MAIL ADDRESS

I Vanessa Rossitto (Name), Principal (Position) of the above named firm hereby submit the following bid in accordance with Town of Waterford specifications.

Vanessa Rossitto — February 15, 2023
SIGNATURE **DATE**

FISCAL YEAR BID PRICING, LUMP SUM:

2023	2024	2025
$74,000	$76,960	$79,990

Statement of Qualifications: The consultant shall provide a brief statement as to their qualification. Please include all participating partners on this project. Please attach qualification sheets to the Bid Form.

COMMENTS:
We are confident that our technical approach, insight, and resources will result in unsurpassed client service for Waterford. All participating partners have been included in this proposal, please refer to the proposal for our qualifications.

TOWN OF WATERFORD
GENERAL FUND
2024-2025 PROPOSED BUDGET

DEPT/AGENCY: **10121** **CONTINGENCY**

LINE ITEM	DESCRIPTION	2022/2023 ACTUAL EXPENDED	2023/2024 RTM APPROP.	2023/2024 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 10/24/23	2024/2025 DEPT/ AGENCY REQUEST	2024/2025 APPROVED BD/COMM.	Department Request $ Increase	Department Request % Increase
MISCELLANEOUS									
59010	CONTINGENCY	233,793	265,000		75,000	265,000		0	0.00%
	SUBTOTAL	233,793	265,000	0	75,000	265,000	0	0	0.00%
DEPARTMENT TOTAL		233,793	265,000	0	75,000	265,000	0	0	0.00%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
CONTINGENCY (10121)

BUDGET FUNCTION

Section 7-348 of the Connecticut General Statues provides that "the estimate of expenditures submitted by the Board of Finance to the annual town meeting or annual budget meeting may include a recommended appropriation for a contingent fund in an amount not to exceed three percent (3%) of the total estimated expenditures for the current fiscal year."

Specific use of the 2024-2025 contingency is unknown at this time; the amount is appropriated for the use of unanticipated expenses. Examples of unanticipated expenses include:

- Payment of accrued time for employee retirement
- Pension contribution rate increases (the Town is not notified of its contribution rate until February)
- Accrued vacation/sick time pay-outs at termination
- Union negotiated contracts finalized during the year
  There are no expected contract settlements during the FY2025 year.
- Other unanticipated expenditures that may arise during the course of the fiscal year

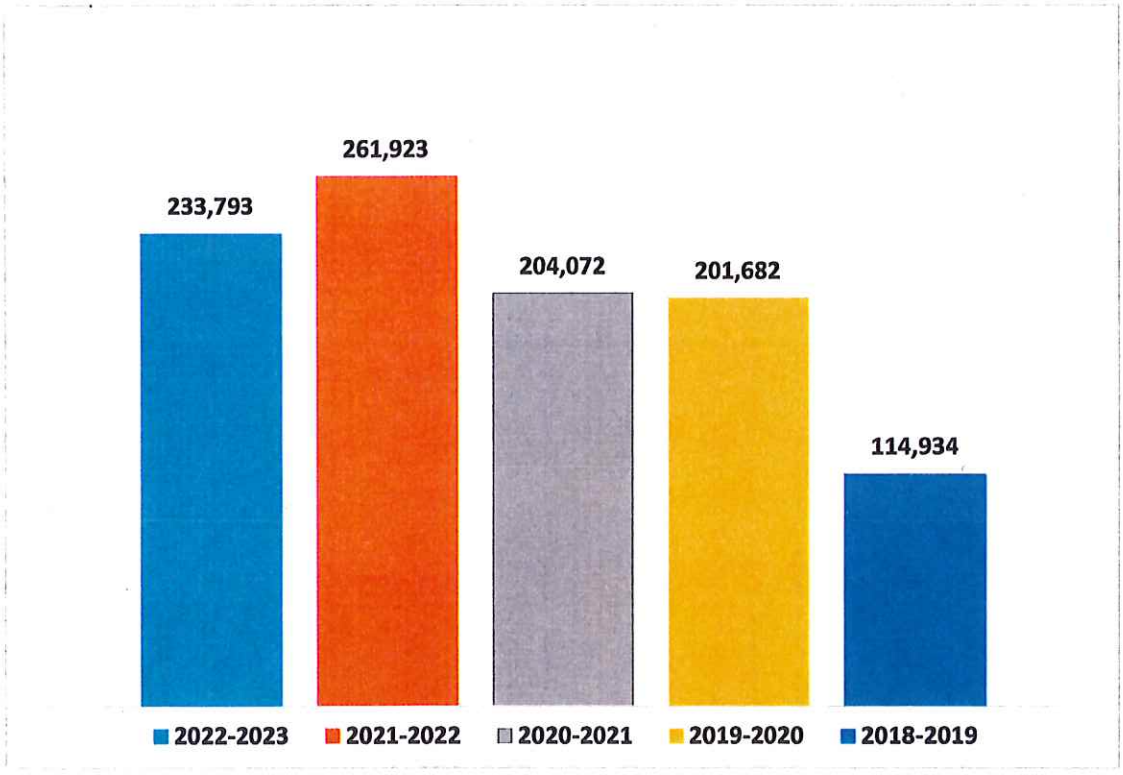
TOWN OF WATERFORD
FY2025 BUDGET REQUEST
CONTINGENCY (10121)

BUDGET SUMMARY

The FY2025 budget request remains flat.

EXPENDITURE HISTORY

FISCAL YEAR	CONTINGENCY USED
2022-2023	233,793
2021-2022	261,923
2020-2021	204,072
2019-2020	201,682
2018-2019	114,934



TOWN OF WATERFORD
PROPOSED CONTINGENCY BUDGET
2024/2025 FISCAL YEAR

CONTINGENCY FUND CALCULATION AT 3% of 2024 ADOPTED EXPENDITURES

GENERAL FUND	37,812,994
BOARD OF EDUCATION	54,193,983
CAPITAL	1,917,971
DEBT SERVICE	8,148,250
PROJECTED EXPENDITURES 2024	**102,073,198**
3% OF EXPENDITURES	**3,062,196**
PROPOSED CONTINGENCY BUDGET	**265,000**

FISCAL YEAR	ADOPTED BUDGET	ADDITIONAL APPROPRIATION	ACTUAL EXPENDITURES	CONTINGENCY APPROPRIATION	% OF PRIOR YEAR BUDGET	CONTINGENCY USED	AMOUNT USED AS A % OF ACTUAL EXPENDITURES
2022-2023	99,381,223	3,245,236	101,319,968	265,000	0.27%	233,793	0.23%
2021-2022	97,005,544	1,800,000	97,769,514	265,000	0.28%	261,923	0.27%
2020-2021	95,978,230	0	93,822,142	265,000	0.28%	204,072	0.22%
2019-2020	95,267,503	0	94,482,714	250,000	0.27%	201,682	0.21%
2018-2019	93,146,501	800,000	92,983,504	265,000	0.29%	114,934	0.12%
2017-2018	90,791,493	693,075	90,692,176	245,000	0.28%	241,001	0.27%
2016-2017	89,048,631	0	88,457,466	265,000	0.31%	233,498	0.26%
2015-2016	86,328,469	0	85,729,177	245,000	0.28%	245,000	0.29%
2014-2015	86,972,410	0	86,720,266	245,000	0.30%	245,000	0.28%
2013-2014	81,732,977	0	80,914,330	250,000	0.32%	102,556	0.13%
2012-2013	78,790,589	0	78,339,868	250,000	0.34%	249,696	0.32%
2011-2012	74,335,161	0	73,950,456	250,000	0.35%	239,326	0.32%
2010-2011	72,010,209	180,173	71,986,018	250,000	0.36%	25,000	0.03%
			AVERAGE	**254,615**	**0.30%**		**0.23%**

TOWN OF WATERFORD
FISCAL YEAR 2024 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
					$265,000.00
FY2024 APPROPRIATION					
Legal	10108-52560	settlement	8/9/2023	(75,000.00)	$190,000.00
					$190,000.00
					$190,000.00

TOWN OF WATERFORD
2022-2023 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2022-2023 APPROPRIATION					**$265,000.00**
Police	32923-55898	De-escalation & Communication CIP Progect	7/20/2022	(775.00)	$264,225.00
Police	32923-55897	Cell Bench Safety Overlay	9/7/2022	(2,496.00)	$261,729.00
Fire Services	10121-59010	Pagers	1/11/2023	(25,000.00)	$236,729.00
ROV	various	Primary Election Expenses	2/22/2023	(10,964.00)	$225,765.00
Fire Services	10123-53070	Vehicle Maintenance	2/22/2023	(40,000.00)	$185,765.00
Board of Finance	10103-52030	FY22 Audit Increase	4/12/2023	(7,298.00)	$178,467.00
Finance	10107-51110	Employee Payout	4/12/2023	(5,841.00)	$172,626.00
Board of Assessment	various	Additional Staffing	4/12/2023	(2,235.00)	$170,391.00
Town Clerk	10109-51110	Employee Payout	4/12/2023	(30,798.00)	$139,593.00
Fire Services	10123-51110	Employee Payout	5/17/23	(41,043.00)	$98,550.00
Fire Services	32323-55900	Increased Cost for CIP Project	5/17/2023	(2,000.00)	$96,550.00
Police	10129-51110	Employee Payout	6/14/2023	(65,343.00)	$31,207.00
			TOTAL TRANSFERS FROM CONTINGENCY	**$233,793.00**	

TOWN OF WATERFORD
2021-2022 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2021-2022 APPROPRIATION					**$265,000.00**
Youth & Family Services	10119-52030 (professional fees)	Counseling Services	4/13/2022	(5,000.00)	$260,000.00
Youth & Family Services	10119-51210 (clerical & technial)	Receptionist Position	11/10/2021	(62,992.00)	$197,008.00
	10119-51910 (FICA)	Taxes for Position	11/10/2021	(3,733.00)	$193,275.00
Insurance	10112-52201 (LAP)	Cyber Security Insurance Premium	8/11/21	(77,273.00)	$116,002.00
IT	10147-54130 (computer equipment)	New firewall	8/11/21	(5,463.00)	$110,539.00
IT	10147-52043 (service contracts)	New MFA contract	8/11/21	(5,226.00)	$105,313.00
First Selectman	10101-52030 (professional fees)	Jay Levin contract	7/21/21	(24,000.00)	$81,313.00
Planning Department		Employee Payout	6/6/2022	(78,236.00)	$3,077.00
		TOTAL TRANSFERS FROM CONTINGENCY		**$261,923.00**	

TOWN OF WATERFORD
2020-2021 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2020-2021 APPROPRIATION					**$265,000.00**
Police Capital	32921-55864	Body Cameras	8/8/2020	(11,850.00)	$60,928.00
Fire Services	10123-51410, firefighting & 51920 (FICA)	FLSA Claim Settlement	10/23/20	(77,044.00)	$187,956.00
Police Department	10129-53220 (marine patrol supplies)	Replacement Generator for Patrol Boat	2/10/21	(16,566.00)	$171,390.00
Information Technolgoy	10147-52043 (contracts)	PD Records Management Software	2/10/21	(33,639.00)	$137,751.00
Library	10136-5110 (adminsitration)	Payout to Administrator	2/10/21	(44,471.00)	$93,280.00
Town Clerk	various	Election needs	6/30/21	(4,024.00)	$89,256.00
Youth & Family	10119-51110 (administration)	Additional Staff Salary	6/30/21	(3,758.00)	$85,498.00
Youth & Family	10119-51210 (clerical)	Additional Staff Salary	6/30/21	(12,720.00)	$72,778.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
					$60,928.00
		TOTAL TRANSFERS FROM CONTINGENCY		**$204,072.00**	

TOWN OF WATERFORD
2019-2020 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2019-2020 APPROPRIATION					**$250,000.00**
First Selectman	10101-52020 Postage	State of CT mailing for Vietname era award ceremony	12/11/19	(200.00)	$249,800.00
Building Maintenance	10111-55030 Public Improvements	to complete necessary town facility maintenance (window films, roof repairs, sump pump)	3/11/20	(10,000.00)	$239,800.00
First Selectman	10101-53119 Emergency Expenditures	to cover COVID-19 expenditures	9/9/20	(191,482.31)	$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
					$48,317.69
		TOTAL TRANSFERS FROM CONTINGENCY		**$201,682.31**	

TOWN OF WATERFORD
2018-2019 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2018-2019 APPROPRIATION					**$265,000.00**
CIP	10138-55832	transfer to CIP	9/12/18	(35,493.00)	$229,507.00
Registrar	10102-51320 Election Activities		10/10/18	(8,677.00)	$220,830.00
Registrar	10102-52070 Reimbursable Expenses		10/10/18	(160.00)	$220,670.00
Registrar	10102-52080 Telephone		10/10/18	(54.00)	$220,616.00
Registrar	10102-53020 Other Supplies		10/10/18	(2,679.00)	$217,937.00
BOF	10103-52030 Professional Fees		1/9/19	(6,900.00)	$211,037.00
Assessor	10104-51110 Administration		7/17/19	(5,662.02)	$205,374.98
Assessor	10104-51210 Professional Fees		7/17/19	(1,367.19)	$204,007.79
Assessor	10104-51920 FICA		7/17/19	(151.00)	$203,856.79
Assessor	10104-52030 Professional Fees		7/17/19	(10,662.60)	$193,194.19
Assessor	10104-53200 Pricing		7/17/19	(641.00)	$192,553.19
Tax Collector	10106-52120 Professional Fees		7/17/19	(1,272.53)	$191,280.66
Legal	10108-52030 Professional Fees		7/17/19	(4,413.00)	$186,867.66
Police	10129-53090 Fuel & Lubricants		7/17/19	(14,435.00)	$172,432.66
Human Resources	10145-51210 Professional Fees		7/17/19	(2,367.00)	$170,065.66
First Selectman	10101-52030 Professional Fees		7/17/19	(20,000.00)	$150,065.66
			TOTAL TRANSFERS FROM CONTINGENCY	**$114,934.34**	

TOWN OF WATERFORD
2017-2018 CONTINGENCY TRANSFERS

DEPARTMENT	ACCOUNT	PURPOSE	BOARD OF FINANCE APPROVAL	AMOUNT TRANSFERRED	BALANCE
2017-2018 APPROPRIATION					**$245,000.00**
IT	10147-54130 Computer System		8/9/17	(5,200.00)	$239,800.00
Building Maintenance	10111-55030 Building Improvements		1/10/18	(5,000.00)	$234,800.00
First Selectman	10101-52030 Professional Fees		3/14/18	(60,000.00)	$174,800.00
Building Maintenance	10111-55030 Building Improvements		5/16/18	(13,178.00)	$161,622.00
Zoning BOA	10115-52010 Advertising		6/13/18	(1,000.00)	$160,622.00
Retirement	10116-51930 Hypertension/Heart Disease		7/18/18	(106,789.00)	$53,833.00
Retirement	10116-51940 Pension Contribution		7/18/18	(20,413.00)	$33,420.00
Building Department	10118-51110 Administration		7/18/18	(24,842.00)	$8,578.00
Human Resources	10145-52030 Professional Fees		7/18/18	(129.00)	$8,449.00
Human Resources	10145-51210 Clerical/Technical		7/18/18	(474.00)	$7,975.00
Human Resources	10145-51110 Administration		7/18/18	(3,976.00)	$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
					$3,999.00
			TOTAL TRANSFERS FROM CONTINGENCY	**$241,001.00**	