

**TOWN OF WATERFORD
GENERAL FUND
2024-2025 PROPOSED BUDGET**

DEPT/AGENCY:

10145

HUMAN RESOURCES DEPARTMENT

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						
51110	ADMINISTRATION	92,379	92,025			96,819
51210	CLERICAL/TECHNICAL	64,027	63,784			59,969
51810	OVERTIME	0	0			0
51920	F.I.C.A	11,319	11,920			11,995
	SUBTOTAL	167,725	167,729	0	0	168,783
SERVICES						
52010	ADVERTISING	1,661	4,000			4,400
52020	POSTAGE	514	968			904
52030	PROFESSIONAL FEES	68,772	75,000			75,000
52040	SERVICE CONT. & REPAIR	1,167	1,467			1,467
52050	DUES, CONF. & EDUCATION	420	455			885
52070	REIMBURSABLE EXPENSE	0	250			250
52080	TELEPHONE	492	495			495
52300	TRAINING	2,765	6,300			6,470
52570	EMPLOYEE ASSIST. PROGRAM	2,119	2,172			4,500
	SUBTOTAL	77,910	91,107	0	0	94,371
MATERIALS & SUPPLIES						
53020	OTHER SUPPLIES	899	1,000			1,050
	SUBTOTAL	899	1,000	0	0	1,050
DEPARTMENT TOTAL		246,534	259,836	0	0	264,204

TOWN OF WATERFORD

FY 2025 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



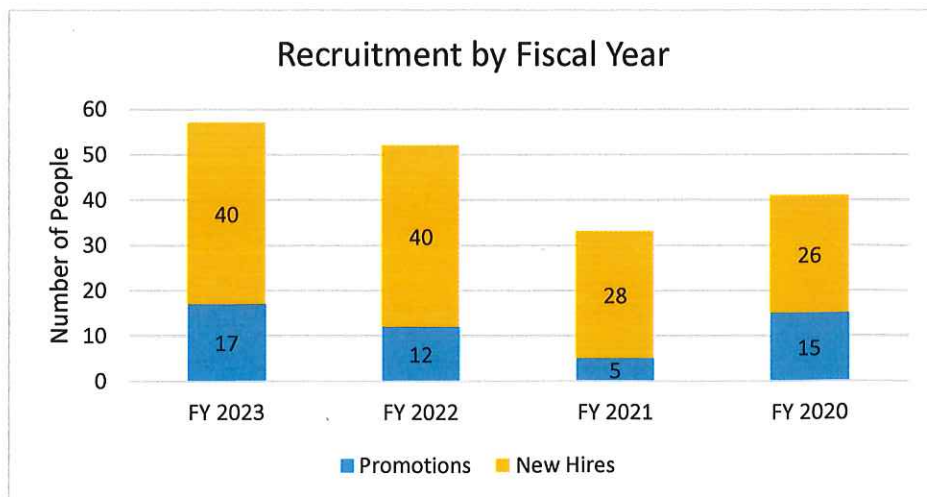
The Town's Human Resources function has the responsibility to coordinate the personnel actions in the Town in such a manner as to provide the community with efficient, economical service and aid in staffing the general government of the town with qualified, productive personnel (Code of Ordinances, Waterford, Connecticut 2.116.30).

Our Mission:

Our mission in Human Resources is to provide the Town's citizens with quality, cost-effective services in the areas of recruitment, retention, labor relations, training, safety and administration of all benefits and employment policies of the Town. Our goal is to provide the above services with integrity and efficiency in all of our interactions in a work environment that is characterized by fairness, open communication, personal accountability, trust and mutual respect. The Town of Waterford recruits, hires, compensates, trains and promotes persons on the basis of qualifications for the work to which they will be assigned. The Town is committed to ensuring that applicants are employed and employees are treated fairly during employment without regard to race, color, sex, sexual orientation, gender identity or expression, national origin, ancestry, religion, age, veteran status, physical or intellectual disability, marital status, present or past history of mental disorder, learning disability or any other characteristic protected by federal, state or local law. All employment-related policies, procedures and actions are designed to comply with applicable laws.

Looking Back:

During FY 2023, the Human Resources Department posted and/or advertised 57 open positions, resulting in 17 promotions, 28 new full-time hires, and 12 new part-time hires. In addition, the Department processed 97 seasonal new/re-hires consisting of 41 employees for the Recreation & Parks Department playground program and beach staff and 56 employees for the Youth & Family Services' Camp DASH program.



TOWN OF WATERFORD

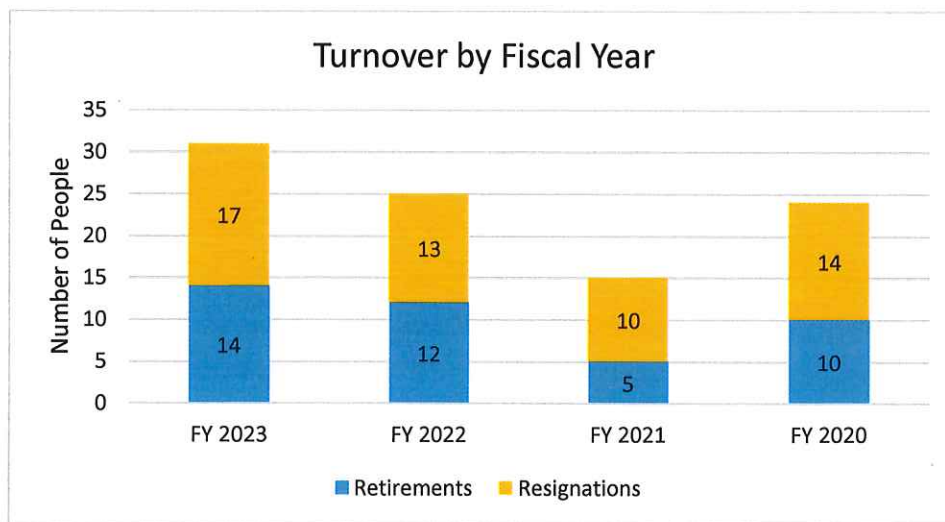
FY 2025 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



The Human Resources Department also processed 31 retirements/resignations in FY 2023, including the following positions that had employees who served the Town of Waterford for over 20 years:

- Office Coordinator I (Rec & Park Dept): 48 years of service
- Fire Marshal: 38 years of service
- Traffic Device Control Technician: 33 years of service
- Refuse Truck Driver: 32 years of service
- Mechanic: 30 years of service
- Firefighter: 28 years of service
- Public Safety Dispatcher II: 26 years of service
- Lieutenant (Police Dept.): 25 years of service
- Public Safety Dispatcher I: 25 years of service
- Clerk/Typist III (Public Works): 25 years of service
- Deputy Town Clerk: 24 years of service
- Director of Recreation & Parks: 23 years of service
- Refuse Truck Driver: 20 years of service
- Director of Utilities: 20 years of service



As positions became open due to retirements or resignations or for any newly created positions, the Human Resources Director, along with labor counsel and the union (if applicable), reviewed job descriptions to ensure the duties of the position and the minimum qualifications were accurately reflected. During FY 2023, the Human Resources Director presented 12 revised job descriptions to the Personnel Review Board (PRB), which is the governing body that must approve any new or revised job descriptions before they become effective.

TOWN OF WATERFORD

FY 2025 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



In regards to collective bargaining, the Town of Waterford settled three contracts during FY 2023:

1. United Public Service Employees Union (UPSEU) Waterford Public Safety Dispatchers Collective Bargaining Agreement for July 1, 2022 – June 30, 2026 was ratified by the Representative Town Meeting (RTM) on October 3, 2022.
2. Local 1303-037 of Council #4, American Federation of State, County, and Municipal Employees (AFSCME) Collective Bargaining Agreement for July 1, 2022 – June 30, 2026 was ratified by the RTM on November 14, 2022.
3. United Public Service Employees Union/Connecticut Organization for Public Safety Division (UPSEU/COPS) Waterford Police Union Collective Bargaining Agreement for July 1, 2022 – June 30, 2026 was ratified by the RTM on November 14, 2022.

Negotiations began in FY 2023 with the Local 818 of Council #4, American Federation of State, County, and Municipal Employees (AFSCME), General Government Administrators (GGA) Union. This collective bargaining agreement is expected to be settled in FY 2024.

Looking Forward:

For FY 2025, the Human Resources Department anticipates another year of active recruiting based on the trends over the last three years. As the competition to hire and retain talented employees continues to increase, the Town will continue to work on cultivating a positive culture and positive employee experience along with ensuring the Town's leaders and managers are receiving the support and training they need to effectively lead their teams.

In regards to collective bargaining, the Town of Waterford and the Waterford Professional Firefighters Association, Union Local 4629 International Association of Firefighters, AFL-CIO, will start negotiations for a successor contract in FY 2024, with an anticipated settlement in FY 2025. The current Firefighter contract ends June 30, 2024.

TOWN OF WATERFORD FY 2025 BUDGET REQUEST HUMAN RESOURCES DEPARTMENT



BUDGET JUSTIFICATION

51110 – ADMINISTRATION **\$96,819**

Human Resources Director

51210 – CLERICAL/TECHNICAL **\$59,969**

Administrative Assistant

51910 – FRINGE BENEFITS **\$11,995**

51920 – FICA: 7.65% of taxable wages of \$156,788 = \$11,995

GRAND TOTAL 51000 SERIES **\$168,783**

52010 – ADVERTISING **\$4,400**

Indeed: \$300/post x 10 postings = \$3,000

CCM: \$150/post x 4 postings = \$600

Newspaper: \$400 x 2 postings = \$800

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$1,661	\$2,341	\$2,522	\$5,841

52020 – POSTAGE **\$904**

20 pieces per week @ \$0.66

\$686.40

50 certified notifications @ \$4.35

\$217.50

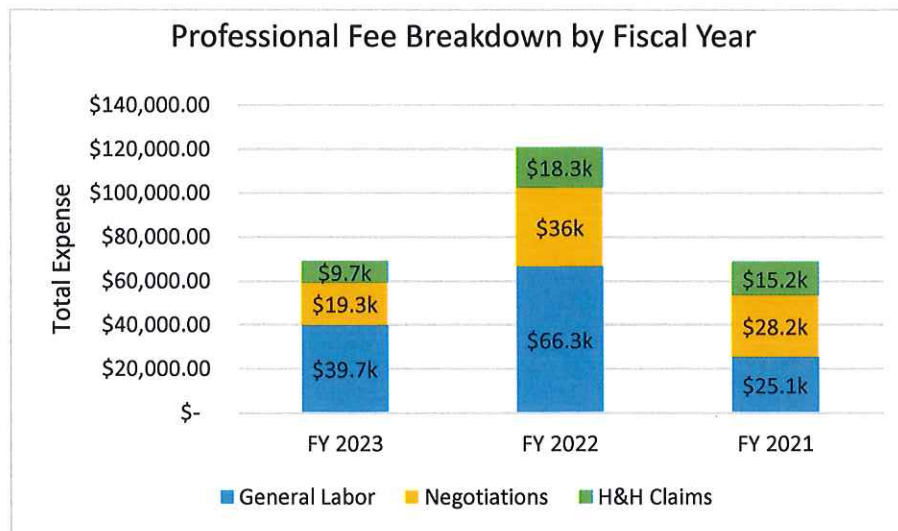
Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$514	\$558	\$694	\$808

52030 – PROFESSIONAL FEES **\$75,000**

Legal fees in regards to collective bargaining, union grievances, policy review, wage and hour, leave compliance, ADA, employee discipline/termination

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$68,772	\$120,695	\$68,525	\$53,177

TOWN OF WATERFORD FY 2025 BUDGET REQUEST HUMAN RESOURCES DEPARTMENT



52040 – SERVICE CONTRACTS AND REPAIRS

\$1,467

Color copies (\$20/month)	\$ 240.00
Lease fee for copier (\$77.23/month)	\$ 927.00
Copier overage fees (\$25/month)	\$ 300.00

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$1,167	\$1,268	\$1,293	\$2,063

52050 – DUES, CONFERENCES, EDUCATION

\$885

HR Specialist Monthly Newsletter	\$211.00
SHRM annual dues for Director	\$244.00
CT Business & Industry Assoc. (CBIA) Yearly HR Conference	\$250.00
Human Resource Leadership Assoc (HRLA) Workshops	\$180.00
\$45 x 4 workshops	

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$420	\$503	\$418	\$420

52070 – REIMBURSABLE TOWN EXPENSES

\$250

Refreshments for interview panels, workshops

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$0	\$99	\$245	\$0

TOWN OF WATERFORD

FY 2025 BUDGET REQUEST

HUMAN RESOURCES DEPARTMENT



52080 – TELEPHONE

\$495

Cell phone expense for Director - \$41.25/month

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$492	\$431	\$0	\$0

52300 – TRAINING

\$6,470

Local GovU on-line training for OSHA required trainings and other required industry trainings for Town employees (200 users @ \$26.35/user). (see attached contract) \$5,270

Trainings for Department Heads in areas such as leadership, supervision, sexual harassment, diversity and cultural competence. \$1,200

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$2,765	\$195	\$0	\$50

52570 – EMPLOYEE ASSISTANCE PROGRAM

\$4,500

This program provides diagnostic assessment, counseling and referrals for employees and their families. Three sessions are free of charge. Additional sessions can be covered by employee's health insurance. Supervisory referrals are a useful management option as well. Cost is based on 191 full-time employees @ \$23.56 per person. (see attached backup letter regarding price increase)

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$2,119	\$1,991	\$1,991	\$1,991

53020 – OTHER SUPPLIES

\$1,050

Safety and risk management materials \$500.00
 Drug and Alcohol Clearinghouse Yearly CDL queries: \$ 50.00
 40 queries x \$1.25/query
 Office supplies to include labels, pocket folders, index cards, badge sleeves, lanyards \$500.00

Expended FY23	Expended FY22	Expended FY21	Expended FY20
\$899	\$128	\$751	\$632

GRAND TOTAL

\$264,204



SUBSCRIPTION PLATFORM AGREEMENT

Customer Name: Town of Waterford (CT)
Customer Address: 15 Rope Ferry Rd
Waterford, Connecticut 63852
Attention: Director Christine Walters
Lexipol's Address: 2611 Internet Boulevard, Suite 100
Frisco, Texas 75034
Prepared By: Anali Walls
Expiration Date: 4/1/2024

Contract & Proposal Valid Through: 7/1/2024 - 6/30/2025

Signature: _____
Print Name: _____
Title: _____
Date Signed: _____

QTY	DESCRIPTION	UNIT PRICE	DISC (%)	EXTENDED
200	LocalGovU Full Library Per User	USD 6,200.00	15.00	USD 5,270.00
		USD 6,200.00		
		USD 6,200.00		
Discount:				USD 932.00
TOTAL:				USD 5,270.00

The foregoing pricing has been prorated for the benefit of Agency and Agency therefore agrees that they will waive the right to cancel this agreement until the end of the first renewal period.

The above subscription services, and when applicable, implementation services, shall be invoiced by Lexipol upon the execution of this Agreement.

Discount Notes

15% Travelers members discount

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 45 HUMAN RESOURCES DEPARTMENT
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	PAYROLL TAXES (F.I.C.A.)
LINE 51920								
51110 - ADMINISTRATION								
11/4/2019	Director	40	N/A	94,095.56	96,818.99	N/A	96,818.99	7,406.65
	TOTALS			94,095.56	96,818.99	0.00	96,818.99	7,406.65
51210 - CLERICAL/TECHNICAL								
11/27/2023	Human Resources Assistant	40	N/A	33,624.30	59,968.93	\$ -	59,968.93	4,587.62
11/30/2009	Administrative Assistant*	40	N/A	46,144.00	0.00	\$ -	0.00	0.00
	TOTALS			79,768.30	59,968.93	0.00	59,968.93	4,587.62
51810 - OVERTIME				0.00	0.00	0.00	0.00	0.00
51910 FRINGE/F.I.C.A.							0.00	0.00
TOTALS				173,863.86	156,787.92	0.00	156,787.92	11,994.28
BUDGET TOTAL W/F.I.C.A							168,782.20	

*Admin Assist retired 12/1/23
NOT FILLING POSITION

WORKDAYS 2024/2025 261
WEEKS TO BUDGET 52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 45 HUMAN RESOURCES DEPARTMENT
2024-2025 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	LINE 51910 TOTAL FRINGE BENEFITS	LINE 51920 PAYROLL TAXES (F.I.C.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



12/6/2023

Christine Walters
Director of Human Resources
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Dear Christine,

Thank you for inquiring about rates for the upcoming fiscal year.

It has been a privilege for us to be your partner since 2013. Since then, we have not sufficiently raised our rates to fully reflect our annual increases in salaries, wages, and benefits. We want to continue to work with you to provide these essential services but, in order to do so with the quality and response time you have come to expect, we must increase our rate for the next agreement beginning on July 1, 2024 to \$4500 for the 2024-25 fiscal year (equating to \$23.56 per employee).

We look forward to continuing to provide EAP services for the Town of Waterford. Please let me know if you would like to meet or schedule a call to discuss further.

Sincerely,

A handwritten signature in black ink, appearing to read "Melissa Ortiz". The signature is fluid and cursive, with a large loop at the end.

Melissa Ortiz, MS, LPC
Interim Director

(800) 526-3485 Fax: 203-379-2048
Middletown 213 Court Street, 8th Floor, Middletown, CT 06457
Groton 21 Chicago Avenue, Groton, CT 06340
Hartford 152 New Park Street, Hartford, CT 06102

www.solutions-eap.com

A program of Behavioral Health Connecticut, LLC

TOWN OF WATERFORD
GENERAL FUND

DEPT/AGENCY: 10105 BD. OF ASSESSMENT APPEALS

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									
51010	ELECTED OFFICIALS	1,500	300		0	300		0	0.00%
51210	CLERICAL/TECHNICAL	1,501	677		0	752		75	11.08%
51920	F.I.C.A	230	75		0	80		5	6.67%
	SUBTOTAL	3,231	1,052	0	0	1,132	0	80	7.60%
SERVICES									
52010	ADVERTISING	386	350		126	350		0	0.00%
52020	POSTAGE	202	50		13	60		10	20.00%
52050	DUES, CONF., & EDUCATION	150	150		0	200		50	33.33%
	SUBTOTAL	738	550	0	139	610	0	60	10.91%
	DEPARTMENT TOTAL	3,969	1,602	0	139	1,742	0	140	8.74%

LINE 51920

[illegible]

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:**



Board of Assessment Appeals

BUDGET FUNCTION

The Board of Assessment Appeals is an official municipal agency, created by Connecticut state law that is designed to serve as an appeal body for taxpayers who wish to challenge the valuation of their property or the denial of an exemption. The Board of Appeals is typically comprised of three elected members who meet twice annually to hear taxpayer appeals. Appellants may appear before the Board to appeal their current Grand List valuations for real estate, personal property or motor vehicles in the month of March and may also appear in September when the Board meets exclusively to review motor vehicle appeals.

Assessment staff provides technical support during the hearing and deliberation process and directs complex issues and questions to the Assessor for clarification to the Board. All BAA members receive a fixed stipend for their service on the board and assisting staff are compensated at the appropriate overtime rate and are scheduled based on the number of appeals the Board receives.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:**



BUDGET SUMMARY

Line Item	FY 2023 Appropriated	FY 2024 Appropriated	FY 2025 Request	Change from FY 2024 (+/-) \$0
PERSONNEL COSTS				
51010 Elected Officials	300	300	300	0
51210 Clerical/Technical	694	677	752	75
51920 Fica	76	75	80	5
SUBTOTAL	1,070	1,052	1,132	80
SERVICES				
52010 Advertising	350	350	350	0
52020 Postage	50	50	60	10
52050 Dues, Conf. & Education	150	150	200	50
SUBTOTAL	550	550	610	60
DEPARTMENT TOTAL	1,620	1,602	1,742	140

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:**



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. Clerical costs are based on the estimated number of appeals that the board hears in a typical non-revaluation year. The chart below outlines the number of appeals heard each year and the required clerical hours to facilitate the hearing process. FY25 personnel costs are calculated assuming 40 total appeals with 20 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

	2019 GL	2020 GL	2021 GL	2022 GL	*Revaluation
# Appeals March Session	38	31	16	178	
# Appeals Sept Session	2	4	18	10	
Total Appeals	<u>40</u>	<u>35</u>	<u>34</u>	<u>188</u>	
# Clerical Hours	20	20	20	60	

Budget Request: **\$1,132**

See the Personnel/Fringe Benefit spreadsheet for calculations.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:**



Services: Accounts 52010-52050: Encompassing all necessary operating costs, including statutorily required legal ads and filing notifications, related postage costs, and provisions for Board Member and staff training in assessment appeals.

Budget Request: **\$610**

- **10104-52010 – Advertising Request: \$350**

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY23/24 = \$345 to date.

Advertising Breakdown:

March 2023 Legal Ad: \$224

September Legal Ad: \$126

\$350

- **10104-52020 – Postage Request: \$60**

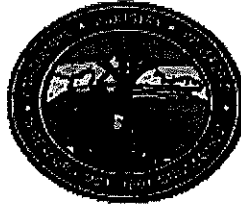
Postage estimate is based on approximately 90 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

Postage costs incurred in FY23 = \$227

- **10104 – 52050 – Dues, Conf. & Education Request: \$200**

Education cost represents an allowance for BAA training, which is made available to all board members and clerical staff by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. All BAA members and clerical staff should attend training annually. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY23:\$150.00

**Town of Waterford
Assessor's Office
15 Rope Ferry Road
Waterford, CT 06385**



**Phone: (860) 444-5820
Fax: (860) 444-5819**

**Board of Assessment Appeals
Meeting Minutes**

Meeting date: September 20, 2023
Location: Waterford Town Hall, Assessor's Office
Time: 6pm start

Board Members Present: Marilyn Lusher-Chair, Lee Couture, Jerry Porter
Alternate Member Present: John Morgan
Staff Present: Paige Walton - Assessor & Leanne Santos - Assessment Aide

RECEIVED FOR RECORD
WATERFORD, CT
2023 SEP 22 A 11:33
ATTEST: *Paige Walton*
TOWN CLERK

The meeting was called to order at 6:04 pm, the following decisions were voted on by board members and approved.

Timothy Conderino- Decision:	2021 International VIN# 3HTEJTAN9MN063614 Board members unanimously voted to reduce appraised value to \$79,500
Alfred Eaton- Decision:	1964 Ford Pickup VIN# F10BE554358 Board members unanimously voted to reduce assessed value to \$500 (see affidavit) supplied by owner.
Eric Levine- Decision:	2018 Acura VIN# 5J8TB4H71JL003572 Board members unanimously voted to reduce assessed value to \$14,683
Andrew Leuze- Decision:	2014 Reiser VIN# 55LR1WA13EN000392 Board members unanimously voted to reduce appraised value to \$750
Ludger & Jacquelyn Lubkowski- Decision:	2008 Chev Truck VIN# 1GCEC14X68Z100959 Board members unanimously voted to reduce appraised value to \$2575
Bryan Picazio- Decision:	2014 BMW VIN# WBA3B5C54EP540152 Appellant was not present/ No change
Debbie StDenis- Decision:	2013 Honda VIN# 1HGCR2F53DA021220 Board members unanimously voted to reduce assessed value to \$4900
Michele Sisson- Decision:	2004 Toyota VIN# JTEGD21A840076086 Board members unanimously voted to make no change
Decision:	2011 Nissan VIN# 1N6AA0ECXBN310423 Board members unanimously voted to reduce assessed value to \$9000
Decision:	2011 Ford VIN# 1FMJU1J50BEF56738 Board members unanimously voted to reduce assessed value to \$4500

The minutes from the April 24, 25 & 26 2023 meetings were accepted with the following correction:
Amend the meeting time for September 20, 2023 to 6pm on the April 26, 2023 minutes.

The BAA Budget for fiscal year 2025 was unanimously approved.

Possible meeting dates for March 2024 were reserved as:

March 6th and 13th (5 pm – 8 pm) and March 9th (9am – 12pm) if needed

Possible meeting date for September 2024 were reserved as:

September 11th and 18th (6pm-9pm)

Meeting was adjourned at 7:40pm.

Submitted by,



Leanne Santos

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	
D93229	TOWN OF WATERFORD - ASSESSORS	
CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	Upon Receipt

Order Number	Amount Due
d01064103	\$126.32

TOWN OF WATERFORD - ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

**MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY**
Include your account # /
order # on your check
remittance

CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATION	REFERENCE #	SIZE/LINES OR QTY	GROSS AMOUNT	OTHER	NET AMOUNT
08/16/23	9-20 hearing notice	The Day	9-20 hearing notice	2 col	\$100.32	\$0.00	\$100.32
08/16/23	9-20 hearing notice	Day Classified Webpage	9-20 hearing notice	2 col	\$1.00	\$0.00	\$1.00
08/17/23	9-20 hearing notice	CT Public Notices Webpage	9-20 hearing notice	Not Applicable	\$25.00	\$0.00	\$25.00
Total					\$126.32	\$0.00	\$126.32

Account Number	Customer	Total Due
D93229	TOWN OF WATERFORD - ASSESSORS	\$126.32

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

FILE COPY

APPROVED

VENDOR# 00010 157
PO# FY 2023
CLOSE PO Y N
ACCOUNT # 10105-52010
AMOUNT 126.32
SIGN [Signature]
DATE 8/16/2023

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER		BILLING PERIOD
D93229	TOWN OF WATERFORD - ASSESSORS		02/01/23-02/28/23

CLIENT		PAGE NUMBER	DUE DATE
		Page 1 of 1	03/28/2023

Current	Over 30 Days	Over 60 Days	Total Balance
\$223.60	\$0.00	\$0.00	\$223.60

TOWN OF WATERFORD - ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY
Include your account # on
your check remittance

STATEMENT NUMBER
29975
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
02/28/23	3-20 hearing notice	CPNW, DAY, DCW	d01053255 3-20 hearing notice	2 col X 27 Lines	\$223.60

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
02/01/23-02/28/23	D93229	TOWN OF WATERFORD - ASSESSORS	

Current Due	Over 30 Days	Over 60 Days	Total Balance
\$223.60	\$0.00	\$0.00	\$223.60

REC'D FINANCE
MAR 2 '23 PM 12:59

APPROVED

VENDOR# 157
PO# FY 2023
CLOSE PO Y N X
ACCOUNT # 10105-52010
AMOUNT \$ 223.60
SIGN [Signature]
DATE 3/1/23

Monthly Postage
Assessor's Office

Assessor's Office	Metered Mail	# items	BAA	Metered Mail	# items
FY23 Postage			FY 23 Postage		

Jul-22	34.27	64		0	0
Aug-22	70.83	123		0	0
Sep-22	30.36	52		0	0
Oct-22	12.45	21		0	0
Nov-22	12.10	20		0	0
Dec-22	101.23	177		0	0
Jan-23	115.50	192		0	0
Feb-23	1394.80	2324		0	0
Mar-23	143.04	238		84.60	141
Apr-23	152.76	218		85.08	141
May-23	29.13	36		18.12	29
Jun-23	14.59	12		14.40	24

Total Postage	\$	2,111.06	3477	\$	202.20	335
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FY 24 Postage			FY 24 Postage		
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Jul-23	6.84	11		12.15	19
Aug-23	21.03	33		0.63	1
Sep-23	25.20	38		5.04	8
Oct-23	19.23	29		0	0
Nov-23	13.20	20		0	0

Total Postage	\$	85.50	131	\$	17.82	28
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Board of Assessment Appeals Workshop Registration

Windsor Town Hall
Council Chambers
275 Broad Street
Windsor, CT 06095

Monday, February 13th, 2023
(Snow Date: Wednesday, February 22nd, 2023)

6:00 to 9:00 pm

Name: John R. Morgan

Day Phone: (860) 235-2524 Email address: john@morganjr.com

Municipality: Town of Waterford

Work Address: 15 Rope Ferry Rd.

Town: Waterford ST: CT Zip: 06385

Payment Fee: \$50.00

Checks made payable to: CAAO

APPROVED

VENDOR# 69

PO# FY 2023

Mail Registration & payment to:

CLOSE PO Y N ✓

Town of Windsor ACCOUNT # 10105-52050

BAA Workshop AMOUNT \$50.00
Chandler Rose, Assessor

979 Main St SIGN Benji SW
Willimantic, CT 06226-2200 DATE 2/4/2023

Board of Assessment Appeals Workshop Registration

Windsor Town Hall
Council Chambers
275 Broad Street
Windsor, CT 06095

Monday, February 13th, 2023
(Snow Date: Wednesday, February 22nd, 2023)

6:00 to 9:00 pm

Name: Cathy Gonyo

Day Phone: () (860) 625-5999 Email address: Cathy@CathyGonyo.com

Municipality: Town of Waterford

Work Address: 65 Boston Post Rd.

Town: Waterford ST: CT Zip: 06385

Payment Fee: \$50.00

Checks made payable to: CAAO

Mail Registration & payment to:

APPROVED

VENDOR# 69

PO# FY 2023

CLOSE PO Y N ✓

Town of Windham

BAA Workshop

Chandler Rose, Assessor

979 Main St.

Willimantic, CT 06226-2200

ACCOUNT # 10105 - 52050

ACCOUNT \$50.00

SIGN Cathy Gonyo

DATE 2/3/2023

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

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 (11/1/23)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	3,344	3,700			3,700	3,700	0	0.00%
52020	POSTAGE	109	160			160	160	0	0.00%
52050	DUES, CONF. & EDUC.	225	400			400	400	0	0.00%
	SUBTOTAL	3,678	4,260	0	0	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	50			50	50	0	0.00%
	SUBTOTAL	0	50	0	0	50	50	0	0.00%
DEPARTMENT TOTAL		3,678	4,310	0	0	4,310	4,310	0	0.00%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARMENT: Zoning Board of Appeals**



BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in state statute:

- To hear and make decisions concerning requests from applicants for relief to standards in the Waterford Zoning Regulations
- To hear appeals of decisions made by the Zoning Enforcement Officer
- To review certificates of location for motor vehicle uses, including dealer/repairer licenses

MEMBERS

Catherine Lynn Gonyo – Chair
Michele Kripps – Vice Chair
Anne Darling, Secretary
William Herzfeld
John Morgan

ALTERNATES

Greg Gallup
Jason Kohl
Vacancy

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Zoning Board of Appeals**



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2025

SERVICES:

10115-52010-101-010-15-00-52 ADVERTISING	3,700
10115-52020-101-010-15-00-52 POSTAGE	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCAT	400

TOTAL	\$ 4,260
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MATERIALS & SUPPLIES:

10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50
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TOTAL	50
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TOTAL	\$ 4,310
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ADVERTISING LINE 10115-52010**\$ 3,700 Requested**

The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$215 to over \$600. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

POSTAGE LINE 10115-52020**\$ 160 Requested**

All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160.00 is requested, which matches the FY25 funding request.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARMENT: Zoning Board of Appeals**



DUES, CONFERENCES, EDUCATION LINE 10115-52050 \$ 400 Requested

Current and new ZBA members benefit from several educational opportunities throughout the fiscal year. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the ZBA and other Land Use Commissions complete four hours of training under the guidelines established by the State Office of Policy and Management. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all states of their service to the Town to maintain an understanding of relevant zoning issues. \$400 is requested in FY25.

OFFICE SUPPLIES LINE 10115-53010

\$50 Requested

The ZBA historically maintains \$50 in this line to pay for items that are not supplied by the Planning Department or Finance Office. Board member name plates and updated Zoning Regulation binders are funded through this line.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Zoning Board of Appeals



Zoning Board of Appeals
5 Year History of Expenditures

	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET
ZONING BOARD OF APPEALS:									
SERVICES:									
10115-52010-101-010-15-00-52 ADVERTISING	3,700	3,344	3,700	2,667	3,700	2,908	3,700	2,406	3706
10115-52020-101-010-15-00-52 POSTAGE	160	109	160	116	160	155	160	53	160
10115-52050-101-010-15-00-52 DUES, CONFERENCES & EDUCAT	400	225	400	50	400	200	400	0	
Total SERVICES	4,260	3,678	4,260	2,833	4,260	3,263	4,260	2,459	4266
MATERIALS & SUPPLIES:									
10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50	50	50	26	50	85	50	0	50
Total MATERIALS & SUPPLIES	50	50	50	26	50	85	50	0	50
TOTAL	4,310	3,728	4,310	2,859	4,310	3,348	4,310	2,459	4316

**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: Zoning Board of Appeals

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
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	\$ 7,760.00	\$ 4,080.00		\$ 560.00	\$ 5,920.00	\$ (5,360.00)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 7,760.00	\$ 4,080.00	\$ -	\$ 560.00	\$ 5,920.00	\$ 5,360.00

MINUTES

RECEIVED FOR RECORD
WATERFORD, CT

2023 NOV -6 November 1, 2023
5:30 PM

Zoning Board of Appeals
Waterford Town Hall

Members Present: Catherine Gonyo, Michelle Kripps, Warren Mackenzie, John Morgan
Members Absent: Anne Darling
Alternates Present: William Herzfeld
Alternates Absent: Jason Maryeski, Greg Gallup,
Staff Present: Jonathan Mullen, Planning Director; Wayne Scott, Zoning Official; Dawn Choisy, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 5:30. W. Herzfeld was appointed to sit for A. Darling.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the September 6, 2023 special meeting as written.

VOTE: 4-0-1, W. Herzfeld abstaining

3. PUBLIC HEARING

Application #ZBA-23-6 - Appeal of Angel Eyes Construction, LLC owner, Todd Pezzelosi applicant at 8 Point Comfort, R-20 zone. Variance is requested from zoning regulations: Section 4.4.1, Front Yard Setback as shown on plans titled "CAM Site Plan" dated August 19, 2023, revised to October 1, 2023. A Coastal Site Plan Review is required in accordance with the Coastal Management Act.

The following exhibits were previously entered into the record:

- EXHIBIT 1 - ZBA Application and support material
- EXHIBIT 2 - CAM Application
- EXHIBIT 3 - Plan titled "CAM Site Plan" revised to 10/1/23
- EXHIBIT 4 - Preliminary Building Plans
- EXHIBIT 5 - DEEP referral dated 10/4/23
- EXHIBIT 6 - Legal Notice of Public Hearing published in the Day newspaper on October 18, 2023 and October 25, 2023
- EXHIBIT 7 - Hearing notification letter sent to applicant dated October 6, 2023 along with certificates of mailing
- EXHIBIT 8 - CT DEEP Land and Water Resources Division Coastal Site Plan Review Comments Checklist dated 10/17/23

Surveyor Brian Florek, representing the applicant, reviewed the requested variance with the Board. The applicant is requesting a front yard setback so the structure can be pulled away from the slope, and be closer to Point Comfort. The proposed location of the new home is in character

with the existing houses in the area.

Chairwoman Gonyo asked if there were any members of the audience who wished to speak regarding this application. There were no public comments.

The public hearing was closed at 5:44.

4. OLD BUSINESS

There was no old business.

5. NEW BUSINESS

Review of the 2024 meeting schedule

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to approve the 2024 meeting schedule as drafted.

VOTE: 5-0

Review of the 2022/2023 Annual Report

MOTION: Motion made by M. Kripps, seconded by W. Herzfeld, to approve the 2022/2023 Annual Report as drafted.

VOTE: 5-0

Review of the 2025 Budget

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to approve the 2025 budget as drafted.

VOTE: 5-0

6. CORRESPONDENCE

No correspondence was received.

7. ADJOURNMENT

MOTION: Motion made by W. Herzfeld, seconded by M. Kripps, to adjourn the meeting at 5:55.

VOTE: 5-0

Respectfully Submitted,


Dawn Choisy
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10106

TAX COLLECTOR

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	87,591	87,255			89,684		2,429	2.78%
51210	CLERICAL/TECHNICAL	83,974	85,437			88,733		3,296	3.86%
51810	OVERTIME	0	0			0		0	0.00%
51920	F.I.C.A	12,409	13,211			13,649		438	3.32%
	SUBTOTAL	183,974	185,903	0	0	192,066	0	6,163	3.32%
SERVICES									
52010	ADVERTISING	655	675			655		(20)	-2.96%
52020	POSTAGE	7,826	7,500			8,300		800	10.67%
52030	PROFESSIONAL FEES	22,908	21,646			27,919		6,273	28.98%
52040	SERVICE CONT. & REPAIR	988	1,146			1,156		10	0.87%
52050	DUES, CONF. & EDUCATION	890	945			1,875		930	98.41%
	SUBTOTAL	33,267	31,912	0	0	39,905	0	7,993	25.05%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	181	50			360		310	620.00%
	SUBTOTAL	181	50	0	0	360	0	310	620.00%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	217,422	217,865	0	0	232,331	0	14,466	6.64%



Tax Collector FISCAL YEAR 2025 BUDGET

Town of Waterford

BUDGET FUNCTION

Functional Description of the Duties of the Tax Office

The purpose of the Tax Office is to bill and collect municipal real estate, business personal property, and motor vehicle taxes; conform to all state statutes for collection and reporting, as well as to provide information regarding taxes to taxpayers and various agencies upon demand. The office is responsible for the accuracy and legality of all steps in the billing, adjustment, collection, deposit, and reporting process.

The Grand List 2022 levy totaled \$95,949,759.99, a decrease of \$572,916.98 or 0.006% compared to the GL 2021 levy. As of the end of FY 2023, the tax office had collected at the following rates:

Real Estate:	99.58%
Personal Property:	99.90%
Motor Vehicle:	97.23%
Motor Vehicle Supplemental:	93.55%
Total Collection Rate:	99.48%

State statutes govern the tax collection process almost entirely. Tax bill preparation and delivery, the collection calendar, collection procedures, interest rates, fees, and collection tools specified in the statutes, such as:

12-130 Failure to send or receive bill: Failure to send out or receive any such bill or statement shall not invalidate the tax

12-146 No tax installment shall be construed to be delinquent...if...the envelope containing such tax...bears a postmark showing a date within the time allowed by statute..

12-146 If any tax due...is not paid in full...the whole or such part as is unpaid...shall be subject to interest from the due date of such delinquent installment.

There is no provision in the statutes for a tax collector to waive interest except for a taxpayer who has received compensation under Chapter 968 as a crime victim.

The majority of the required billing information comes from the Assessor's Office, often in conjunction with the Connecticut Department of Motor Vehicles. The daily work necessitates a close working relationship with those offices as well as the Town Clerk, Finance Department, Town Treasurer, and various other agencies. The 2022 levy generated 31,318 tax bills: 9,570 real estate, 1,297 personal property, and 20,451 motor vehicle bills.

FY 2025 BUDGET SUMMARY

The Fiscal Year 2025 total budget request is \$232,321, an increase of \$14,462 (6.64%) from the prior year. Personnel cost increased \$6,169 (3.32%) and Services increased \$7,983 (25.02%) driven predominantly by a significant increase in Quality Data Service tax billing services.

Personnel Cost: \$192,066

This is an increase of \$7,232 (3.91%)

LI 51010 Elected Officials: \$89,684

The salaries for elected officials are addressed by action of the RTM. At the 2/7/2022 meeting of the RTM, it was voted to increase the elected officials' salaries by the least of the following criteria:

1. Percentage increase of the CPI-U from July of the preceding fiscal year;
2. Half (50%) of the percentage increase approved for non-union management;
3. One point five percent (1.5%)

On 12/4/2023 the RTM voted the increases in related union and non-union salaries the set the new salaries for elected officials. This year's total included increases for last year's and this year's budgets.

LI 51210 Clerical/Technical: \$88,733

This is an increase of \$3,296 (3.86%). The salary for the Tax Office's full-time Accounts Receivable Clerk is determined by a negotiated contract between the Town and Local 1303-037

The Town of Waterford has set the Seasonal Clerk wage scale at \$16.00 as of 7/1/2023; the Connecticut minimum wage will be \$15.69 effective 1/1/2024.

I have recalculated the necessary hours and days for our seasonal employee per the recommended budget amount from the Finance Department. This would limit the position to a maximum of 20 hours per week. I have also re-evaluated the need for a seasonal clerk for the January collection period based on office needs in January. I have since eliminated the request for a January seasonal employee for the third year in a row.

LI 51920 FICA: \$13,649

This is an increase of \$444 (3.36%). FICA is budgeted at 7.65% of all wages, including overtime. The increase is a function of the changes in salaries budgeted above in LI 51010 through 51810.

Services: \$39,895 an increase of \$7,983.

LI 52010 Advertising: \$655

State statute 12-145 requires publication of tax notices six times per year in a local newspaper: three times for each of the collection months. Rates are for publication in the Waterford Times. By keeping the ad to the smallest legal requirement, I was able to keep the cost per ad at a low price of \$109.11.

June-July 3 ads x \$109.11 = \$327.33 Dec-Jan 3 ads x \$109.11 = \$327.33

LI 52020 Postage: \$8300

Postage rates have gone from \$0.55 (1/27/2019); \$0.58 (8/29/2012); \$0.60 (7/10/2022); \$0.63 (1/22/2023); \$0.66 (7/9/2023) and in January 2024 \$0.68. Metered rates will be \$0.64 from \$0.63, an additional 1.6% increase.

FY 2019	\$5,348	FY 2022	\$6,662
FY 2020	\$5,552	FY 2023	\$6000 + (\$1800 add approp)
FY 2021	\$4,874	FY 2024	July-Oct: \$3975.18

July 2023	Metered Mail	\$250.17	
	Actual Postage	\$13.92	
Aug 2023	Metered Mail	\$2,107.20	DQ Statements
	Actual Postage	\$74.88	
Sept 2023	Metered Mail	\$1,443.90	Demands
	Actual Postage	\$31.98	PP Lien Notice
Oct 2023	Metered Mail	\$50.01	
	Actual Postage	\$3.12	
Nov 2022	Metered Mail	\$189.72	
	Postage	\$3.50	
Dec 2022	Metered Mail	\$828.45	
	Postage	\$16.80	
Jan 2023	Metered Mail	\$839.74	Postcards
	Postage	\$14.08	
Feb 2023	Metered Mail	\$622.68	DQ Statements
	Postage	\$22.12	
Mar 2023	Metered Mail	\$528.84	Demands
	Postage	\$16.28	
Apr 2023	Metered Mail	\$45.84	Lien Notices
	Postage	\$2.96	
May 2023	Metered Mail	\$590.04	
	Postage	\$29.60	
June 2023	Metered Mail	\$527.64	DQ Statements
	Postage	\$5.18	
		\$8,258.65	

LI 52030 Professional Fees: \$27,919

This is an increase of \$6,273 completely comprised of the increase in the Quality Data Service budget.

I have included a year-to-year cost comparison and billing comparison for the Quality Data Services expenses in the backup.

Quality Data Service – All Billing Services	\$27,143.24
Last year \$20,870.36	

This is an increase of \$6,272.88 (30.06%) comprised of an increased estimate of motor vehicle tax bills and an increase in postage costs.

This year, \$12,186.60 of software support moved to IT budget.

Invoice Cloud Credit Card Processor	\$480
PCI compliance for 1 credit card readers \$15 per machine per month	\$180
Cloud Access Fee \$25 per month	\$300

DMV – Access DMV database for current address and registration information	\$250
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New Employee Background Check	\$45
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LI 52040 Service Contracts and Repairs: \$1156

This is for the lease payments on the Ricoh copier and copy fees based on usage.

Copier/Printer Lease	\$1038
Ricoh copier lease: \$77.23 per month	\$926.76
Copy fees: \$0.007 per copy	\$120.00

2021: \$ 66.09	3 Year Average: \$113.38
2022: \$ 146.85	
2023: \$ 127.19	

Printer Service Contract for Desktop Office Printers	\$109
2 HP Desktop printers supplies & repairs	

LI 52050 Dues, Conferences and Education: \$1875

This amount covers state and local membership dues and state/regional association meetings.

Dues:

Connecticut Tax Collectors' Association (CTx)	\$ 75
New London County Tax Collectors' Ass'n	\$ 20
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 30

Conferences:

Connecticut Tax Collectors' Association (CTx)	\$ 750
Northeast Regional Tax Collectors & Treasurers Ass'n	\$ 900
CTx Spring Meeting	\$ 50
CTx Fall Meeting	\$ 50

LI 53010 Supplies: \$360

There is need for #9 blue return envelopes used for return payments and forms. Supplies that are specific to departments are now in each department's budget in addition to some supplies that are no longer in the Finance Department perview.

Return Envelopes Price is \$24.40 per box of 500	\$ 50
Receipt Paper for Validator (83 @ \$1.65)	\$140
Validator Ribbons (17 @ \$6.89)	\$120
Miscellaneous Non-Finance Supplies	
Rubber Bands, Red Pens, Calendars, colored Sharpies, Pencils, Colored highlighters, Address Labels etc.	\$ 50

Supplies History **Receipt Paper** **Validator Ribbons**

Fy 2018	100	12
FY 2019	80	18
FY 2020	90	18
FY 2021	70	18
FY 2022	80	16
FY 2023	80	20
6 Yr Average	83	17
Most Recent Costs	\$1.65	\$6.89

LI 54060 Office Equipment: \$0

**TOWN OF WATERFORD
GENERAL FUND
Revised 2024-2025 PROPOSED BUDGET**

DEPT/AGENCY: 10106 TAX COLLECTOR

LINE ITEM	DESCRIPTION	COLUMN 1 2022/2023 ACTUAL EXPENDED	COLUMN 2 2023/2024 RIM APPROP.	COLUMN 3 2023/2024 ADD'L/ TRANSFERS	COLUMN 4 ACTUAL EXPEND & ENCUMB AS OF 1/1/24	COLUMN 5 2024/2025 DEPT/ AGENCY REQUEST	COLUMN 6 2024/2025 APPROVED BD/COMM	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	86,286	87,255			89,684		2,429	2.78%
51210	CLERICAL/TECHNICAL	80,820	85,437			88,733		3,296	3.86%
51810	OVERTIME	0	0			0		0	
51920	F.L.C.A	12,784	13,205			13,649		444	3.36%
	SUBTOTAL	179,890	185,897	0	0	192,066	0	6,169	3.32%
SERVICES									
52010	ADVERTISING	675	675			655		(20)	-2.96%
52020	POSTAGE	6,000	7,500			8,300		800	10.67%
52030	PROFESSIONAL FEES	21,399	21,646			27,919		6,273	28.98%
52040	SERVICE CONT. & REPAIR	1,000	1,146			1,146		0	0.00%
52050	DUES, CONF. & EDUCATION	895	945			1,875		930	98.41%
	SUBTOTAL	29,969	31,912	0	0	39,895	0	7,983	25.02%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	280	50			360		310	620.00%
	SUBTOTAL	280	50	0	0	360	0	310	620.00%
OFFICE EQUIPMENT									
54060	OFFICE EQUIPMENT	0	0			0		0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	210,139	217,859	0	0	232,321	0	14,462	6.64%

COLUMN 7	COLUMN 8	COLUMN 9	COLUMN 10	COLUMN 11
2024/2025 RECOMMEN DED BD OF SELECTMEN	2024/2025 BOARD OF FINANCE REDUCTIO NS	2024/2025 RECOMME NDED BD OF FINANCE	2024/2025 RTM CUTS	2024/2025 RTM APPROVED
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0
0	0	0	0	0

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 06 TAX COLLECTOR
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.)
51010 - ELECTED OFFICIAL								
1/12/2015	TAX COLLECTOR	40	N/A	88,236.72	89,683.25	N/A	89,683.25	6,860.77
	TOTALS			88,236.72	89,683.25	0.00	89,683.25	6,860.77
51210 - CLERICAL/TECHNICAL								
03/30/2009	ACCOUNTS RECEIVABLE CLERK	35	\$ 31.9921	55,285.05	58,449.57	\$ 350.00	58,799.57	4,498.17
03/09/2015	ACCOUNTS RECEIVABLE CLERK	19	\$ 28.5172	27,488.44	28,283.40	N/A	28,283.40	2,163.68
07/01/2022	SEASONAL CLERICAL	*LUMP 100	\$ 16.0000	1,600.00	1,650.00	N/A	1,650.00	126.23
	TOTALS			84,373.49	88,382.97	350.00	88,732.97	6,788.07
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 - FRINGE/F.I.C.A.								
				172,610.21	178,066.22	350.00	178,416.22	13,648.84
	TOTALS							
	BUDGET TOTAL W/F.I.C.A.						192,065.06	

WORKDAYS 2024/2025	WEEKS TO BUDGET
261	52.2

Line Item	Description	2021-2022	2022-2023	2023-2024	2024-2025	2025-26	2026-27
51010	ELECTED OFFICIALS	86,286	86,286	87,255	89,684		
51210	CLERICAL/TECHNICAL	82,334	80,820	85,437	88,733		
51810	OVERTIME	0	0	0	0		
51920	F.I.C.A.	12,900	12,784	13,211	13,649		
	SUBTOTAL	181,520	179,890	185,903	192,066		
	SERVICES						
52010	ADVERTISING	700	675	675	655		
52020	POSTAGE	6,000	6,000	7,500	8,300		
52030	PROFESSIONAL FEES	22,214	21,399	22,270	27,919		
52040	SERVICE CONT. & REPAIR	1,178	1,000	1,146	1,146		
52050	DUES, CONF. & EDUCATION	195	895	945	1,875		
	SUBTOTAL	30,287	29,969	32,536	39,895		
	MATERIALS & SUPPLIES						
53010	OFFICE SUPPLIES	100	280	50	360		
	SUBTOTAL	100	280	50	360		
	OFFICE EQUIPMENT						
54060	OFFICE EQUIPMENT	0	0	0	0		
	SUBTOTAL	0	0	0	0		
	DEPARTMENT TOTAL	211,907	210,139	218,489	232,321		

Line Item	Description	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
		2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
51010	ELECTED OFFICIALS	68,339	70,877	72,501	75,040	76,835	77,757	79,382	79,382	80,109	81,711	83,754	85,262
51210	CLERICAL/TECHNICAL	81,301	81,044	65,041	65,317	67,340	68,929	70,287	72,959	73,107	73,373	78,192	77,769
51810	OVERTIME	1,417	900	897	789	821	816	949	798	399	280	297	0
51920	F.I.C.A.	11,557	11,691	10,591	10,799	11,093	11,286	11,523	11,715	11,752	11,885	12,412	12,478
	SUBTOTAL	162,614	164,512	149,030	151,945	156,089	158,788	162,141	164,854	165,367	167,249	174,655	175,509
	SERVICES												
52010	ADVERTISING	970	1,200	1,252	1,056	1,086	1,050	1,176	1,146	1,101	1,101	1,128	700
52020	POSTAGE	5,910	6,063	5,637	5,791	5,949	6,334	6,028	6,100	5,500	5,500	5,500	6,000
52030	PROFESSIONAL FEES	18,100	20,700	23,175	23,833	18,304	19,286	13,835	28,688	30,058	30,290	20,764	21,832
52040	SERVICE CONT. & REPAIR	9,205	9,580	10,395	10,587	10,787	13,273	15,193	1,434	1,385	1,365	1,365	1,350
52050	DUES, CONF. & EDUCATION	326	171	326	326	326	326	726	726	775	415	675	685
	SUBTOTAL	34,511	37,714	40,785	41,593	36,452	40,269	36,958	38,094	38,819	38,671	29,432	30,567
	MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	SUBTOTAL	720	480	860	1,065	1,028	320	613	80	50	30	30	30
	OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0	1,200	0	0	400	410	200	200	0	1900	100	50
	SUBTOTAL	0	1,200	0	0	400	410	200	200	0	1900	100	50
	DEPARTMENT TOTAL	197,845	203,906	190,675	194,603	193,969	199,787	199,912	203,228	204,236	207,850	204,217	206,156

Line Item	Description	1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
		1999-2000	2000-2001	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09
51010	ELECTED OFFICIALS	51,844	52,736	54,516	56,362	57,452	60,056	60,486	63,436	64,416	67,310
51210	CLERICAL/TECHNICAL	105,335	107,010	119,258	123,145	124,285	93,749	96,657	92,050	81,129	86,782
51810	OVERTIME	652	600	627	680	680	720	618	607	2,240	1,500
51920	F.I.C.A.	28,659	31,374	31,537	36,859	0	0	0	0	0	0
	SUBTOTAL	12,075	12,343	13,419	13,784	13,955	11,821	12,069	11,941	11,306	11,903
		198,565	204,063	219,357	230,830	196,372	166,346	169,830	168,034	159,091	167,495
SERVICES											
52010	ADVERTISING										
52020	POSTAGE	713	830	857	420	378	435	435	882	940	928
52030	PROFESSIONAL FEES	9,447	9,331	10,196	12,281	11,636	5,616	5,842	6,430	6,993	5,958
52040	SERVICE CONT. & REPAIR	800	1,050	1,200	1,350	1,550	15,420	16,870	15,713	18,078	18,400
52050	DUES, CONF. & EDUCATION	4,293	7,061	7,213	7,418	7,868	8,520	8,920	8,576	8,880	8,525
	SUBTOTAL	622	749	723	708	900	900	1,000	485	335	301
		38	50	50	50	50	50	50	776	146	146
		15,913	19,071	20,239	22,227	22,382	30,941	33,117	32,862	35,372	34,258
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES										
	SUBTOTAL	7	0	0	0	0	0	0	1,000	1,100	750
		7	0	0	0	0	0	0	1,000	1,100	750
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT										
	SUBTOTAL	315	0	0	0	0	0	0	0	1,113	0
		315	0	0	0	0	0	0	0	1,113	0
	DEPARTMENT TOTAL										
		214,800	223,134	239,596	253,057	218,754	197,287	202,947	201,896	196,676	202,503
	DEPARTMENT TOTAL										

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

All revenues from each department must be listed in the following categories. If you find that this list is inadequate, please identify your specific type of revenue and list in the space below.

DEPARTMENT: TAX COLLECTOR

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 YTD	2024-2025 PROPOSED	VARIANCE
			THRU 11/30	2 Year Average	
Beach Admission Fees				Except for Current	
Benefit Assessments				Year Taxes,	
Bulky Waste Fees				This equals Budget	
Conveyance Tax				requirement	
Copy Fees					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest	235,075	528,233	145,715	381,654	0
Lien Fees	3,072	3,889	1,536	3,481	0
Inter-Municipal Revenues					0
Investment Interest					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees					0
Rentals					0
Sale of Equipment/Vehicles					0
Sale of Recyclables					0
State Operational Grants					0
Tax Collections-Current Year	93,528,076	96,544,226	72,080,975	95,263,203	0
Tax Collections - Prior Year	373,349	600,349	275,529	486,849	0
Versa Kart/Blue Box Purchases					0
Miscellaneous					0
Account (Personal Search)					0
NSF	1,725	1,300	1,466	1,513	
UCC Lien Fee	1,650	1,652	680	1,651	
Motor Vehicle Fees	21,437	21,711	14,676	21,574	
Warrant Fees					
East Lyme Animal Control Fee					0
Eugene O'Neill Gate Receipts					0
Alarm Monitoring					0
Alarm Penalties					0
Enhanced E 9-1-1					0
Regional Communications Fees					0
					0
					0
					0
					0
TOTALS	94,164,384	97,701,360	72,520,577	96,159,924	0

<u>Collection Statistics</u>												
FY	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024		
July	Real Estate	60.50%	59.20%	54.80%	55.84%	53.39%	57.62%	52.20%	59.27%	49.41%	61.16%	
	Personal Prop	98.90%	97.80%	96.60%	97.24%	88.36%	87.58%	85.01%	85.51%	86.37%	86.76%	
	Motor Vehicle	80.10%	72.70%	66.60%	69.24%	66.86%	66.19%	48.76%	66.64%	68.24%	65.20%	
	MV Supp						Covid					
	Total	70.80%	68.90%	65.40%	66.62%	62.73%	65.48%	60.42%	66.47%	60.39%	67.28%	
August	Real Estate	61.50%	61.70%	61.70%	61.81%	61.72%	61.64%	56.66%	62.59%	62.39%	65.11%	
	Personal Prop	99.30%	99.20%	99.20%	99.34%	99.51%	99.61%	96.35%	99.72%	99.24%	99.63%	
	Motor Vehicle	86.50%	86.80%	87.00%	89.29%	90.07%	88.97%	65.24%	90.41%	88.23%	88.50%	
	MV Supp											
	Total	71.90%	71.70%	71.90%	72.28%	72.45%	72.35%	67.22%	73.65%	73.75%	74.25%	
September	Real Estate	61.70%	61.90%	61.90%	62.04%	62.35%	62.33%	61.45%	63.09%	62.75%	65.29%	
	Personal Prop	99.30%	99.40%	99.60%	99.41%	99.57%	99.81%	98.86%	99.79%	99.32%	99.67%	
	Motor Vehicle	90.40%	91.10%	92.10%	92.55%	92.45%	92.06%	82.59%	93.59%	91.28%	91.75%	
	MV Supp											
	Total	72.20%	72.10%	72.30%	72.62%	73.02%	73.03%	72.01%	74.17%	74.20%	74.55%	
October	Real Estate	62.00%	62.30%	62.10%	62.22%	62.60%	62.49%	62.67%	63.59%	62.97%	65.51%	
	Personal Prop	99.40%	99.50%	99.60%	99.53%	99.61%	99.87%	99.39%	99.84%	99.90%	99.72%	
	Motor Vehicle	92.10%	93.00%	93.60%	93.55%	93.85%	93.32%	92.32%	95.34%	92.69%	93.39%	
	MV Supp											
	Total	72.50%	72.40%	72.60%	72.81%	73.27%	73.21%	73.46%	74.61%	74.56%	74.80%	
November	Real Estate	62.20%	63.00%	62.5%	62.59%	63.20%	63.24%	63.19%	63.96%	63.31%	65.91%	
	Personal Prop	99.40%	99.60%	99.7%	99.63%	99.79%	99.89%	99.45%	99.93%	99.87%	99.73%	
	Motor Vehicle	93.10%	94.80%	95.2%	94.65%	95.48%	94.95%	94.00%	95.88%	94.00%	94.25%	
	MV Supp											
	Total	72.30%	73.10%	73.0%	73.15%	73.81%	73.86%	73.92%	74.27%	74.28%	75.14%	

Professional Fees Breakdown FY 2025 (QDS)

Professional Fees	FY 2025	FY 2024	Increase/Decrease	% +/-
QDS Software Support	\$7,925.00	\$7,662.38	\$262.62	3.43%
Qsearch-Tax Bill Web Hosting	\$2,995.00	\$2,894.06	\$100.94	3.49%
DRaaS-Cloud Service Backup	\$516.60	\$509.36	\$7.24	1.42%
Validator Hardware Maintenance	\$750.00	\$744.19	\$5.81	0.78%
	\$12,186.60	\$11,809.99	\$376.61	3.19%
Setup Charge	\$115.00	\$110.25	\$4.75	4.31%
June Real Estate Billing - Printing & Processing	\$1,375.00	\$1,272.00	\$103.00	8.10%
June Motor Vehicle Bills - Printing & Processing	\$3,350.00	\$2,232.00	\$1,118.00	50.09%
June Personal Property Bills - Printing & Processing	\$312.50	\$288.00	\$24.50	8.51%
June CASI & NCOA	\$85.00	\$82.69	\$2.31	2.79%
June Mailing Costs	\$2,518.75	\$1,916.22	\$602.53	31.44%
June QNest	\$450.00	\$441.00	\$9.00	2.04%
June EZ-Track USPS Tracking System	\$125.00	\$110.25	\$14.75	13.38%
June Mailing Envelopes, Preprinted	\$906.75	\$609.72	\$297.03	48.72%
June Return Envelopes, Preprinted	\$957.13	\$679.40	\$277.73	40.88%
June First Class Postage	\$10,075.00	\$7,110.00	\$2,965.00	41.70%
June Insert (Brochure)	\$2,115.75	\$1,532.92	\$582.83	38.02%
December CASI & NCOA	\$85.00	\$82.69	\$2.31	2.79%
December MV Supp - Printing & Processing	\$637.50	\$540.00	\$97.50	18.06%
December Mailing Costs	\$318.75	\$272.88	\$45.87	16.81%
December EZ-Track USPS Tracking	\$60.00	\$55.00	\$5.00	9.09%
December Mailing Envelopes	\$114.75	\$86.83	\$27.92	32.15%
December Return Envelopes	\$121.13	\$96.75	\$24.38	25.20%
December First Class Postage	\$1,275.00	\$1,237.50	\$37.50	3.03%
December Insert (Brochure)	\$126.23	\$102.20	\$24.03	23.51%
Final Posted Rate Books	\$1,764.00	\$1,764.00	\$0.00	0.00%
Binding Final Posted Rate Books	\$255.00	\$248.06	\$6.94	2.80%
				Inc/Dec
Total	\$27,143.24	\$20,870.36	\$6,272.88	30.06%
	\$39,329.84	\$32,680.35	\$6,649.49	20.35%
Billing History (# of bills per type)				
Bill Type	Current year Est	GL 2022	GL 2021	GL 2020
Real Estate	5,500	5,300	5,268	5,061
Motor Vehicle	13,400	9,300	9,300	11,674
Personal Property	1,250	1,200	1,200	1,170
Motor Vehicle Supplemental (Jan)	2,550	2,250	2,750	2,650
	22,700	18,050	18,518	20,555
	GL 2019			
	5,073			
	11,511			
	1,146			
	2,600			
	20,330			

It's budget time again. I remember from last year, there would have been a significant increase that was announced much later in the process. We were able to rework the ad to the previous budget amount. What do you imagine the future cost of the ads will be??

Alan

I have been told that our rates are going up 2.5% for 2024.

The smallest size display ad in the Times paper, was \$375 per run so, it will increase to approx. \$385.

*Thank you,
Kelly*

Kelly,

Is the \$375/\$385 for the 3 ads per publication (\$128.34/ad) for me or for each ad?

No sorry it is \$375/\$385 per publication date. $3 \times 375 = \$1125$.

I will see if I can get it processed as an in-column ad like we did last year. I will get back to you with pricing for that if they allow it.

*Thank you,
Kelly*

Alan,

We can run something similar to this in the back part of the Times paper. The total for the 3 day will be for approx. \$500. This will probably work better for you.

Due to the increase last year, I had really truncated the ad to this:

Waterford Municipal Taxes become due on July 1.
Taxes become delinquent after August 1.
Interest of 1 ½ % will be charged on delinquent accounts.
Taxes are payable at Waterford Town Hall
Monday-Friday 8-4

With this stripped down version, the cost had stayed at \$109.08/ad.

Where would we be in that instance. I'm sure that you understand my desire to maintain a tight municipal budget.

Alan

If that worked for you last year than we can run that for you again. It was a very small ad.

The stripped-down version will be the same price as it was in June/July 2023- \$337.23 (\$109.11 each notice.)



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2024-25

Date	Letter/Quot...
11/29/2023	2020E7483

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To/Bill To

Description of Services

Est Qty

Total

Software Services

Annual Software Support Fee - Revenue Collection Software

1

7,925.00

Annual Subscription Fee - QSearch - Tax Records Web Hosting

1

2,995.00

Service

Annual Hardware Maintenance Plan - Epson TMU675 validator

3

750.00

Serial #: J9UG002545

Serial #: J9UF002529

Serial #: BMLG012104

DRaaS - Disaster recovery as a service

84

516.60

Printing Services

Setup Charge

1

115.00 ✓

Jun - Printing and Processing RE Bills Including Banks

5,500

1,375.00 ✓

Jun - Printing and Processing MV Bills

13,400

3,350.00 ✓

Jun - Printing and Processing PP Bills

1,250

312.50 ✓

Dec - Printing and Processing MVS Bills

2,550

637.50 ✓

Book Services

Final Posted Ratebook per CT State Statutes

3

1,764.00 ✓

Binding Final Posted Books - 2019

3

255.00 ✓

Subtotal - CONTRACTED SERVICE

19,995.60

Grand Total

\$19,995.60

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555
Leo DiNicola, CFO - 203-910-2316 (c)	

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

https://qualitydataservice-my.sharepoint.com/:b?g/personal/gmiza_qds_biz/EVYdrfQqRlsg6J16DZO3QBQRz38Dukl6SL5nF9XcGdA7e-3EnWDU



Quality Data Service, Inc.

121 Mattatuck Heights Rd
Waterbury, CT 06705

www.QDS.biz

Budget Letter FY2024-25

Date	Letter/Quot...
11/29/2023	2020E7484

Name / Address

Waterford Tax Collector
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385

Ship To/Bill To

Description of Services

Est Qty

Total

Mailing Services

Jun - CASI certify File	1	85.00 ✓
Jun - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills (RE, PP, MV)	20,150	2,518.75 ✓
Jun - QNest Services - QDS patented service	1	450.00 ✓
Jun - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit - rate based on pieces processed	1	125.00 ✓
Jun - #10 Mailing Envelopes 24# WW - 1 sided	20,150	906.75 ✓
Jun - #9 Return Envelope (BRE) - 1 Sided - Color BLUE Envelope	20,150	957.13 ✓
Jun - 1st Class Postage - CASS Certified Rates	20,150	10,075.00 ✓
Jun - TRIFOLD BROCHURE - 8 1/2 x 11 Insert, Black Ink, Color Paper, 24lb, duplex - includes tri-fold and inserting with tax bills	20,150	2,115.75 ✓
Subtotal JUNE		17,233.38
Dec - CASI certify File	1	85.00 ✓
Dec - Fold, Meter, Insert, Tray, Strap and Deliver Mail to Post Office for mailing Bills	2,550	318.75 ✓
Dec - EZ-Track USPS Mail tracking system for each individual mailings using QDS Permit	1	60.00 ✓
Dec - #10 Envelopes 24# WW - 1 sided	2,550	114.75 ✓
Dec - #9 Return Envelope (BRE) - 1 Sided - Color envelopes	2,550	121.13 ✓
Dec - SLIP INSERT - 8 1/2 x 3 1/3 Bucksliip Insert, Black Ink, GREEN Paper, 24lb, single - includes inserting with tax bills	2,550	126.23 ✓
Dec - 1st Class Postage* - CASS Certified Rates	2,550	1,275.00 ✓
Subtotal DECEMBER		2,100.86

Grand Total

\$19,334.24

Contact	Finance Dept
e-mail	leo@qds.biz
Phone #	2037559031 Ext 6555
Leo DiNicola, CFO - 203-910-2316 (c)	

Customer Acceptance Signature: _____

Print Name and Title: _____

Customer Acceptance Date: _____

PO #: _____

Signature represents agreement to our Terms & Conditions:

https://qualitydataservice-my.sharepoint.com/:b3a/personal/qmiza_qds_biz/EVvdrtQqRllsg5J16DZ03QBQRz3BDuKl6SLsrF8XcGA7e?3EnWdu

InvoiceCloud®

Bill To: Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Invoice #: 717-2023_11
Date: 11/30/2023

Description	Item Count	Price	Total
ACH Reject Fee Submitter (Chase/Braintree) - All	2	\$15.000	\$30.00
Cloud Access Fee - All	1	\$25.000	\$25.00

Description	Item Count	Total
Encrypted Reader License Fee - All	1	\$15.00

Total Amount: \$70.00
Due Date: 12/10/2023
Balance Due: \$70.00

*Unit Price can vary for some items. Please see the Detailed view for further breakdown.

For Service Period of 11/01/2023 through 11/30/2023

Invoice Cloud
30 Braintree Hill Office Park, Suite 303
Braintree, MA 02184
(901) 737-8686

Payment Remittance

Checks Mailed via USPS:
Invoice Cloud Inc
PO BOX 8044
Carol Stream, IL 60197-8044

Wire/Ach Payment:
Bridge Bank
ABA/Routing Number: 121143260
Account Number: 8593434564
For Credit to: Invoice Cloud Inc



STATE OF CONNECTICUT

DEPARTMENT OF MOTOR VEHICLES

60 State Street, Wethersfield, CT 06161

ct.gov/dmv (860) 263-5700



Invoice

BILL TO

Waterford Tax Collector
15 Rope Ferry Road
Waterford, CT 06385

DATE

INVOICE #

5/30/2023

4098

DUE DATE

7/7/2023

DESCRIPTION

QTY

AMOUNT

-- PAYMENT DUE UPON RECEIPT --

PERIOD COVERED: 7/01/23 TO 06/30/24

EARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE
INFORMATION. (DMV DIRECT PROGRAM)

* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW
FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF
TERMINATION BY DMV

PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY
QUESTIONS.

PLEASE REMIT THE TOTAL DUE TO:

DEPARTMENT OF MOTOR VEHICLES
3RD FLOOR/FISCAL SERVICES RM 327
60 STATE STREET
WETHERSFIELD, CT 06161

1

250.00

APPROVED FOR PAYMENT
ACCT# 10106 - 52030 Pro 08
AMOUNT 250.00
FISCAL YEAR 2024
SIGNATURE [Signature]
DATE 7-3-2023

Please return one copy of invoice with payment.

Total

\$250.00

Payments/Credits

\$0.00

Balance Due

\$250.00

Seat Belts Do Save Lives
An Affirmative Action/Equal Opportunity Employer



A COMPANY IN MOTION
DRIVING YOUR BUSINESS FORWARD

INVOICE

Account:

Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Customer ID: 0000020855
Invoice Number: INV00000001124181
Date: 7/31/2022
Customer PO:
Terms: NET 28

Sold To:

Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Ship To:

Town of Waterford
Joyce Sauchuk
15 Rope Ferry Rd
Waterford, CT 06385 US

Description	Qty	Price	Amount
Packages & Addons	1.00	\$40.49	\$40.49
Andrew Messina [REDACTED] Ordered: 7/21/22 Order #: 629900			
Third Party Fees	1.00	\$18.00	\$18.00
Andrew Messina [REDACTED] Ordered: 7/21/22 Order #: 629900			
Packages & Addons	1.00	\$40.49	\$40.49
Brandishea Moses [REDACTED] Ordered: 7/21/22 Order #: 629894			
Third Party Fees	1.00	\$18.00	\$18.00
Brandishea Moses [REDACTED] Ordered: 7/21/22 Order #: 629894			
Packages & Addons	1.00	\$40.49	\$40.49
Douglas Smith [REDACTED] Ordered: 7/18/22 Order #: 627023			
Third Party Fees	1.00	\$18.00	\$18.00
Douglas Smith [REDACTED] Ordered: 7/18/22 Order #: 627023			
Packages & Addons	1.00	\$40.49	\$40.49
Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441			
Third Party Fees	1.00	\$18.00	\$18.00
Ernesta Krukauskaitė [REDACTED] Ordered: 7/18/22 Order #: 627441			
Packages & Addons	1.00	\$40.49	\$40.49
Giovannina Fioravanti [REDACTED] Ordered: 7/11/22 Order #: 617665			
Packages & Addons	1.00	\$40.49	\$40.49
James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886			
Third Party Fees	1.00	\$18.00	\$18.00
James Reagan [REDACTED] Ordered: 7/21/22 Order #: 629886			
Packages & Addons	1.00	\$40.49	\$40.49
Michael Bartelli [REDACTED] Ordered: 7/13/22 Order #: 624621			
Packages & Addons	1.00	\$40.49	\$40.49
Michael Smith [REDACTED] Ordered: 7/21/22 Order #: 629171			

Background
Check

APPROVED FOR PAYMENT

ACCT# 10106-52030 *Per Fee*
AMOUNT 40.49
FISCAL YEAR 2023
SIGNATURE *Alvin [Signature]*
DATE 8-9-2022



Connecticut Tax Collectors Association, Inc.

Bill To:

Alan Wilensky
15 Rope Ferry Road, Waterford, CT 06385, US
awilensky@waterfordct.org

Invoice NO: 2311

January 5, 2023

INVOICE

DESCRIPTION	AMOUNT
Tax Collector Dues	\$75.00
GRAND TOTAL	\$75.00

NOTES:

Thank you for choosing Connecticut Tax Collectors Association, Inc.

Thank You

**Please make all checks payable to: CTx
MEMBERSHIPS**

For "Pay by Check" memberships, please send all checks to:
CTx c/o Fairfield Tax Office
Attn: Maeci Evans

611 Old Post Road, Fairfield, CT 06824

EVENT REGISTRATION

For "Pay by Check" registrants, please send all checks to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460

NEW LONDON COUNTY TAX COLLECTOR'S ASSOCIATION

Annual Dues Statement
for 2023.

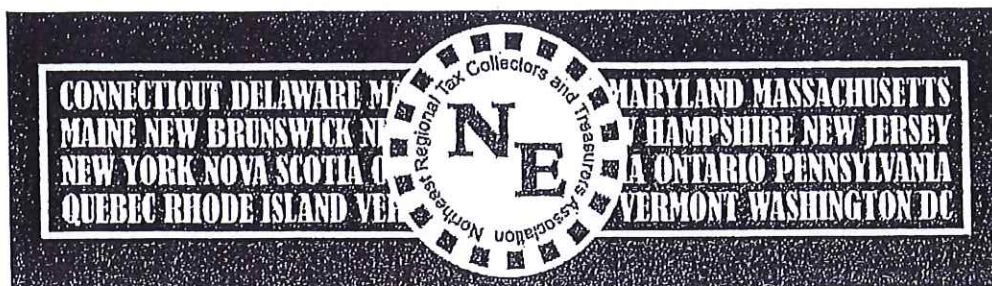
2023 dues:

Member \$20.00

Retired \$5.00

APPROVED FOR PAYMENT
ACCT# 10106-52050 Dues Card
AMOUNT \$20.00
FISCAL YEAR 2023
SIGNATURE [Signature]
DATE 12/15/2022

Please make/remit payment to:
New London County Tax Collector's Ass'n
c/o Amy Snell
Stonington Tax Collector's Office
152 Elm St
Stonington, CT 06378



NRTCTA Membership Application

New & Renewal: July 1, 2022 – June 30, 2023

Make check payable to: NRTCTA. Send to Rosemarie Silva 4 Garfield Terrace, West Warwick, RI 02893. Questions/Phone: Rosemarie Silva (401) -827-9063 and JoAnne Santos (401)-364-1217

Individual Membership:

Dues: US \$30.00 Active Member (Also for Each Vendor Representative)

\$5.00 Retired Member

\$100.00 Subscribing Member

Your Name:

Title / Position:

E-mail:

Telephone number:

Address:

Name of Community you work for:

Associate Membership (Business / Vendors)

Dues: US \$100.00 Per Organization (Associate Business Membership)

Name of Company / Organization:

Representative Name(s)/Title(s):

E-mail:

Telephone number:

Address:



Good morning!! Please refer to the attached for a save the date for the upcoming March 2024 conference and future meetings at Aqua Turf. Below is some additional information regarding the conference.

1. The pricing increased slightly for 2024 which is as follows:

Plan A	\$750	(Wednesday-Friday, all meals & single occupancy)
Plan B	600	(Wednesday-Friday, all meals & double occupancy)
Plan C	105	(Commuter-Wednesday only, Breakfast & Lunch)
Plan C	125	(Commuter-Thursday only, Breakfast & Lunch)
Plan C	40	(Commuter-Friday only, Breakfast)
Plan C	260	(Commuter all 3 days, Breakfast & Lunch)
Plan E	75	(Online-Wednesday only)
Plan E	75	(Online-Thursday only)
Plan E	25	(Online-Friday only)
Plan E	155	(Online-all 3 days)
	100	(Wednesday night dinner & Entertainment)
	150	(Banquet Dinner Thursday night)
	145	(Additional night's room)

The above pricing will remain in effect for the 2025 conference.



OPTIONS :

PLAN A: "SINGLE": Single Occupancy, member, entire conference - Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) - **Early bird (by 7/15) = \$800 per person. OR: \$900 per person (7/16 through 8/21/23)** (one member only in the room).

PLAN B: "DOUBLE": Double Occupancy, member, entire conference - Sunday through Wednesday; 3 nights lodging, plus meals (Sunday night potluck, 3 breakfasts, 2 lunches, dinner Tuesday) - **Early bird (by 7/15) = \$550 per person. OR: \$650 per person (7/16 through 8/21/23)** (two NRTCTA members sharing one guestroom. * VALUE !! * Also : if you are interested in similar rates for 3 or 4 in a room - reach out to us.

PLAN C: "GUEST": Non member guest, sharing a room with a NRTCTA member: **\$300 per person** (for example, spouse or guest. You [member] register under Plan A; your spouse registers under Plan C. All conference meals and functions including the Sunday night potluck, and the Tuesday night dinner are included for both of you under Plan A (you) & Plan C (guest). No early bird pricing for this plan.

PLAN D: "COMMUTER - CONFERENCE": Commuter Plan: **NO LODGING - Meals Only** - entire conference. **Early bird (by 7/15) = \$300 per person. OR: \$365 per person (7/16 through 8/21/23).** All conference meals included (3 breakfasts, 2 lunches, Sunday night potluck, and the Tuesday night dinner) included.

PLAN E: "EXTRA NIGHTS": Additional Night's Lodging: **\$180 per night** (before, or after) - subject to availability . No early bird pricing.

PLAN T: "THEMED DINNER": Tuesday night dinner (if purchased separately): **\$100 per person.** No early bird pricing.

PLAN O: "ONE DAY COMMUTER": ONE DAY COMMUTER: **MONDAY \$155; TUESDAY \$135; or WEDNESDAY: \$90 per day per person.** Includes breakfast and lunch. Specify day. No early bird pricing.

PLAN V: "VENDOR" / EXHIBITOR TABLE: \$250. ** VALUE DEAL! ** Monday, Tuesday, Wednesday morning exhibits. The vendor exhibition cost is **IN ADDITION TO** your registration costs (above). No early bird pricing.

Children: There is a charge for childrens' meals, and for children lodging with you. Please contact Lisa Biagiarelli at lbiagiar@norwalkct.gov with questions.

Hotel policies, in brief: Atlantic Sands Hotel & Conference Center | Terms & Conditions | Rehoboth

Pets: Facility makes no allowance for pets or emotional support animals.

Smoking: The entire facility is non-smoking. Smoking is prohibited in all areas, including guest rooms, banquet spaces, restaurants, hallways, lobbies, restrooms, and on balconies.

Parking: complimentary on-site parking for one vehicle per room reservation; first come first served.
Check in: 4 pm. **Check out:** 11 am. It is up to commuters or other day guests to secure public parking.

Other occupants: The hotel has a policy of charging for other adults and children being in the room with you even if they are not attending the event. Please reach out to Lisa B. in advance with any questions.



INVOICE

Aqua Turf Registration

Attendee information

Invoice #
AquaT-00257

Name
Alan Wilensky

Title
President

City/Town Represented
Waterford

Email
awilensky@waterfordct.org

Phone
(860) 444-5815

Are you a Dues Paying CTx Member?
Yes

Meal Selection

If applicable, any dietary restrictions?

Check Out

Payment Option
Pay By Check

Order

Product	Qty	Unit Price	Price
Chicken - \$50	1	\$50.00	\$50.00
		Total	\$50.00

Please remember to send your check to:
CTx c/o Milford Tax Collector
Attn: Cory Gumbrewicz
70 W River St, Milford CT 06460

Staples Business Advantage.



Thank you for your order, Diana Wall!

A confirmation email will be sent to dwall@waterfordct.org with the complete order details.

Order Number: 7615269599

Status: Pending Approval

Pending with: ROTELLA APPROVER ?

Placed on: September 19, 2023

Add to list Print to pdf

Shipping information

Diana Wall
TOW TAX COLL
TOWN OF WATERFORD
15 ROPE FERRY RD
Diana Wall/Front Reception
WATERFORD, CT 06385-2806 US
(860)444-5820

Order Summary

Items (4)	\$153.85
Pretax subtotal	\$153.85

Order total \$153.85

Buy again ?

Feedback

Accounting information

Items purchased

Expected delivery by September 20, 2023



Epson ERC-32B Black Dot-Matrix Printer Ribbon
(E65090)
Item #: 752325 | MFR Item #: E65090

Add to list

10 @ \$6.89 1/EA
\$68.90

Packing slip note
tax collector



ON CONTR...

Staples Carbonless Paper Roll, 2-Ply, 3" x 100', White,
1 Roll (18300-CC)
Item #: 532531 | MFR Item #: 18300CC | CIN #: 532531

Added to list

40 @ \$1.65 1/RL
~~\$2.49~~
\$66.00

Packing slip note
tax collector

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10104

ASSESSOR

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	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	132,877	192,597		96,623	206,793		14,196	7.37%
51210	CLERICAL/TECHNICAL	53,987	66,342		32,063	45,797		(20,545)	-30.97%
51810	OVERTIME	0	0		0	0		0	
51910	FRINGE BENEFITS	0	0		0	250		250	0.00%
51920	F.I.C.A	14,002	19,809		9,455	19,343		(466)	-2.35%
	SUBTOTAL	200,866	278,748	0	138,141	272,183	0	(6,565)	-2.36%
SERVICES									
52010	ADVERTISING	242	400		232	300		(100)	-25.00%
52020	POSTAGE	2,111	1,650		76	1,720		70	4.24%
52030	PROFESSIONAL FEES	59,058	250		0	250		0	0.00%
52040	SERVICE CONT & REPAIRS	6,092	6,236		2,472	6,350		114	1.83%
52050	DUES, CONF., & EDUCATION	2,360	2,855		970	3,290		435	15.24%
	SUBTOTAL	69,863	11,391	0	3,750	11,910	0	519	4.56%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	202	150		98	750		600	400.00%
53200	PRICING BOOKS	1,811	1,859		0	2,370		511	27.49%
	SUBTOTAL	2,013	2,009	0	98	3,120	0	1,111	55.30%
	DEPARTMENT TOTAL	272,742	292,148	0	141,989	287,213	0	(4,935)	-1.69%

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 04 ASSESSOR
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								
1/2/2023	ASSESSOR	40	N/A	124,841.08	128,454.28	N/A	128,454.28	9,826.75
12/07/2021	ASSISTANT ASSESSOR	40	N/A	76,135.28	78,339.15	N/A	78,339.15	5,992.94
	TOTALS			200,976.36	206,793.43	0.00	206,793.43	15,819.70
51210 - CLERICAL/TECHNICAL								
01/10/22	ASSESSMENT AIDE III	35	\$ 25.0666	44,508.46	45,796.68	\$ -	45,796.68	3,503.45
	TOTALS			44,508.46	45,796.68	0.00	45,796.68	3,503.45
51810 - OVERTIME								
				0.00	0.00	0.00	0.00	0.00
51910 -FRINGE/F.I.C.A.								
	TOTALS			245,484.82	252,590.11	0.00	252,840.11	19,342.27
BUDGET TOTAL W/F.I.C.A								
							272,182.38	

WORKDAYS
2024/2025 WEEKS TO BUDGET
261 52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 04 ASSESSOR
2024-2025 FISCAL YEAR

LINE 51910 LINE 51920

POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
Assessor	\$ 125.0000		125.00	9.5625
Asst Assessor	\$ 125.0000		125.00	9.5625
			0.00	
			0.00	
			0.00	
			0.00	
TOTALS - FRINGE BENEFITS			250.00	19.13

***ADDED TO FICA ON
PERSONNEL WORKSHEET

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:
ASSESSOR



BUDGET FUNCTION

The Assessment Division is responsible for the discovery, listing and equitable valuation of all real and personal property within the Town of Waterford in accordance with Connecticut State Statutes at 70% of fair market value for the annual compilation of the Grand List. Additionally, the Assessor and staff administer state and local programs of tax relief, apply exemptions as permitted by state law, assist the public with a variety of inquiries and provide data to various entities including the State Office of Policy and Management.

The Assessor's office also maintains an up-to-date inventory of all property, including land and improvements thereon, changes in ownership, new construction, alteration, parcel and map changes resulting from sub-division, assemblage, boundary agreements and surveys filed as of the assessment date.

In compiling the annual Grand List the Assessor's office regularly reviews and inspects ongoing improvements made to real property, audits and processes approximately 1300 business personal property filings annually, and lists and values all vehicles located within the Town of Waterford as of the October 1st assessment date.

The Assessor's office also provides technical and clerical assistance to the Board of Assessment Appeals throughout the year by creating the board's hearing schedules, generating appointment letters and notices and recording required agendas and minutes.

Throughout the year the Assessor engages in ongoing appraisal review and analysis; prepares written and oral testimony and works in collaboration with the Town's legal department to resolve any outstanding tax appeals filed with Superior Court under CGS §12-117a and 12-119.

In accordance with Connecticut statutes, The Assessor's office must also oversee the periodic revaluation of all real property within the Town of Waterford. Effective with the 2023 Grand List, Section 7 of Public Act 22-74, five revaluation zones have been established and a new five-year revaluation schedule has been instituted statewide. This legislation redistributes the number of revaluations to be performed annually, and results in an accelerated schedule for the Town of Waterford. Mandatory revaluations are now scheduled for Grand List years 2026, 2029 and 2034.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST**



DEPARTMENT:

Assessor's Office Metrics

ACTIVITY	#
Real Estate	
Changes to real property ownership	755
Building permits entered/processed	1845
Property inspections/construction detail/value changes	570
Motor Vehicles	
# of vehicles manually priced	5467
certificates of correction to prorate/add or delete vehicles from current and prior GLs	1341
Personal Property	
# accounts reconciled/priced	1323
Assessment Administration	
State Elderly tax relief applications processed	111
Local Elderly tax relief applications processed	111
State Additional veterans applications processed	55
Local Veterans applications processed	67
Board of Assessment Appeals applicants scheduled	188
BAA Changes made	108
Map changes processed	36
Tax Appeals received	29
Tax Appeals currently under review	12
Income & Expense forms rec'd/analyzed	219
New PA490 apps reviewed	2
PA490 Decertifications	4
Veterans - new DD214s recorded	42
Veterans - new vets disability percentages recorded	9

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:



Budget Summary

Line Item	FY 2023 Appropriated	FY2024 Appropriated	FY 2025 Request	Change from FY 2024 (+/-)
				\$0
PERSONNEL COSTS				
51110 Administration	169,295	192,597	206,793	14196
51210 Clerical/Technical	62,224	66,342	45,797	-20545
51810 Overtime	0	0	0	0
51910 Fringe Benefits	0	0	250	250
51920 FICA	17,711	19,809	19,343	-466
SUBTOTAL	249,230	278,748	272,183	-6565
SERVICES				
52010 Advertising	400	400	300	-100
52020 Postage	1068	1650	1720	70
52030 Professional Fees	250	250	250	0
52040 Serv Cont & Repairs	5921	6236	6350	114
52050 Dues, Conf. & Education	1825	2855	3290	435
52070 Reimbursable Expense	0	0	0	0
SUBTOTAL	9,464	11,391	11,910	519
MATERIALS & SUPPLIES				
53020 Other Supplies	150	150	750	600
53200 Pricing Books	500	1859	2370	511
SUBTOTAL	650	2009	3120	1111
DEPARTMENT TOTAL	259,344	292,148	287,213	-4,935

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:**



Budget Explanations By Category

Personnel Costs: Office staff consists of three full time positions; a Certified Municipal Assessor, an Assistant Assessor and an Assessor's Aide III. A part-time Assessor's Aide II position at 19 hours/week, originally created to provide clerical support, enter building permits and perform occasional new construction inspections is redundant and has been eliminated. The building permit data entry process has now been automated through a bridge process and all necessary site inspections are performed by the Assistant Assessor and Assessor as part of their duties. Salaries, fringe benefits & longevity are based on rates established by union contracts.

Budget Request: **\$272,183**

(2.36%) decrease

*See the Personnel/Fringe Benefit spreadsheet for calculations

Services: Accounts 52010-52070: Encompassing all necessary daily operating costs, including statutorily required legal ads and filing notifications, related postage cost, professional fees related to office operations, required office equipment and materials and provisions for Assessor's ongoing continuing education, Assistant Assessor's required certification courses and staff training.

Budget Request:

- **10104-52010 – Advertising** Request: **\$300** **(25.00%) decrease**

Includes annual publication of a combined legal advertisement notifying taxpayers of state mandated exemption filing deadlines and announcing Personal Property filing requirements as mandated by state statute. The required notice is published in *The Day* newspaper and posted on the Town's website. The combined legal ad published in the fall is advertised jointly with three neighboring municipalities resulting in a cost-sharing discount. An additional notice announcing the filing requirements for the state Elderly Homeowners/Totally Disabled tax relief program is posted in February on the town's website, in the senior center and on the Waterford Community Access TV channel.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT:



- **10104-52020 – Postage** Request: **\$1,720** **4.24% increase**

In addition to typical correspondence with taxpayers, the Assessor's Office is required by CT State Statute to send out annually the following applications/notifications to taxpayers:
Elderly Homeowners/Totally Disabled Program re-applications and reminder letters
Additional Veteran's re-applications and reminder letters
Personal Property and Real Estate increase notices
Income & Expense forms for commercial /income producing properties

Postage costs incurred in FY23/24 to date = **\$2,196.56** ***revaluation year**

Postage Breakdown:

Monthly Correspondence:	\$108.80	Est. at 13 pieces of mail/mo.
Increase Notices RE & PP:	\$1184.46	1742 @ .68
Elderly & Advets Apps/reminders:	\$169.08	231 @ .68 + April nonfile cert of mailing \$12
Inc. & Expense Forms:	\$224.40	330 @ .68
Inc. & Expense penalty notices:	\$33.32	<u>49@.68</u>

- **10104-52030 – Professional Fees** Request: **\$250** **0% increase**

The Assessor's Office requires direct access to the State of Connecticut's DMV CIVLS online database, which allows staff members to assist taxpayers with motor vehicle situs issues and accurately determine additions/deletions to the motor vehicle grand list. The annual cost for this service is \$250.

- **10104 -52040 – Service Contracts & Repairs** Request: **\$6,350** **1.83% increase**

The Assessor's Office uses administrative software provided by Quality Data Service Inc. (QDS) to apply all exemptions, state and local benefits, produce required state reports and to bridge all billable accounts to the Tax Collector. While software maintenance costs related to QDS are included in the IT budget, there are additional costs attributable to QDS for necessary and required services provided to the Assessor's office. These services include the production and binding of the town's permanent annual Grand List books and the annual generation and mailing of online personal property filing notices with unique pin # assignment.

The Assessor's Office also leases a Xerox copy machine from Connecticut Business Systems (CBS) at a fixed cost of \$158/month. Overages in the number of copies beyond the contracted amount are billed separately.

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT:



Service Cont. Fees incurred FY23: **\$6,092**

Service Cont. & Repairs Breakdown:

QDS Grand List Binding:	\$3,050
QDS Online PP Filing:	\$1,229 <i>Estimated at 1350 accounts</i>
CBS Copier:	\$1,896
CBS Copier overage est:	<u>\$ 175</u>
	\$6,350

- **10104-52050 – Dues, Conf. & Education** Request: **\$3,290** **15.24% Increase**

The Assessor's office has experienced significant staff turnover in the past two years. All aspects of assessment administration require formal assessment specific education and training. Continuing Education, (50 credit hours over 5 years) is required statutorily to meet recertification standards for all Certified Connecticut Municipal Assessors. The Assistant Assessor has completed 3 of the required 5 courses to attain a level I CCMA certification. New staff will require course attendance for training in assessment administration/statutes through educational programs provided by the Connecticut Association of Assessing Officers (CAAO). Courses and workshops are offered in June at the UCONN Assessor School and throughout the year as determined annually by the CAAO's Education Committee. Additional continuing education credits for the Assessor and Assistant Assessor are offered for assessment and statute related topics throughout the year. The 2024 Wichita Property Tax Conference is held each year in July and offers educational sessions on complex special use and public utility property valuation.

Dues are annually recurring for the CAAO, IAAO, NRAAO and GNLA, all of which require membership as a source of assessment industry tools/information and for educational offerings at a reduced cost. CAAO membership is required to maintain CT CCMA certification.

Dues, Conf. & Education Fees incurred in FY23: **\$2,360**

Assessor & Asst Assessor Dues – CAAO, NRAAO, GNLA, IAAO	\$490
Continuing Education – Assessor – Uconn, IAAO, Wichita, workshops	\$1,450
UConn/Ed, workshops – Asst & Aide	<u>\$1,350</u>
	\$3,290

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT:



Materials & Supplies: Accounts 53020 – 53200: Includes additional supplies and materials required to effectively operate the Assessor's office.

- **10104-53020 – Other Supplies** Request: **\$750** **400% increase**

The Assessor's office requires an allowance for miscellaneous items and supplies not provided as standard office supplies through the Finance Office. Necessary Assessment office supplies and equipment have not been purchased for some time and worn/broken equipment is in need of replacement. Supply funds requested are for the following items:

- Dyna label makers have been requested this year through the IT Dept. to assist with frequent mailings.

Dyna Label Rolls:	3 @ \$33 each	- \$100
Document Stands:	3 @ \$15 each	- \$45
Replacement 3 hole punch		- \$15
Verbatim Mono Headset	2 @ \$14 each	- \$28
Replacement guest chairs	2 @ \$134 each	- \$268
Toner Cartridge public printer		- \$133
Replacement Scissors, field clipboards,		
Camera battery, thumb drives		- \$60
Replacement office floor mats	2 @\$50 each	- \$100
		\$750

- **10104-53200 – Pricing Books** Request: **\$2,370** **27.49% increase**

Pricing guides are provided through a bulk purchase contract conducted by the CAAO. JD Powers (formerly NADA) charges base pricing for motor vehicle valuation guides to a per vehicle price. Last year's base price for Waterford's NADA books was **\$1,811** and included the fee for DMV to pre-price a majority of motor vehicles utilizing the JD Power software and 2 additional pricing books.

An increase in the JD Power per vehicle base price for Waterford (DMV pricing) to \$0.102 per vehicle at 20,504 vehicles is anticipated. The estimated base price for the 2024 Grand List is **\$2,160**. This price includes an additional fee of \$60 per town, which covers the Truck & Trailer VIN program, the NICB guide, CAAO Motor Vehicle committee expenses and one set of books provided to OPM. A set of pricing books for use in the office is estimated at an additional **\$210**.

The cost for JD Powers Online Pricing Program has increased substantially and now includes a base charge of \$250, a \$300 per user charge and a cap on the number of price searches conducted annually with applicable overage charges. The Assessor's office has opted to discontinue use of the online pricing program offered by JD Powers and will purchase a set of pricing books at a set cost of \$210.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT:





IAAO

INTERNATIONAL ASSOCIATION
of ASSESSING OFFICERS

Valuing the World

543 - 559109 4 - 5 AUTO MIXED AADC 640

Paige Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886



FILE COPY

Membership Dues - 2024

DUES INVOICE

Please return with payment to ensure your membership does not lapse.

IAAO

314 W 10th St.
Kansas City, MO 64105-1616 USA

Telephone
Toll Free
Fax
Internet
Federal I.D. No.

816-701-8100
800-616-4226
816-701-8149
www.iaao.org
36-2210012

	Begin Date	End Date	Amount Due
Membership Dues (REG)	Jan. 1, 2024	Dec. 31, 2024	\$240

APPROVED

VENDOR# 223

PO# _____ FY 2024

CLOSE PO Y _____ N _____

ACCOUNT # 10104-52050

AMOUNT \$240.00

SIGN [Signature]

TOTAL DUE: \$240

You have been a member since 5/30/2007

DATE 11/21/2023 YES _____ NO _____

IAAO offers six professional designations increasing competence of assessment personnel through education:

(If NO make changes online or email changes to membership@iaao.org)

Paige Walton
Town of Waterford
15 Rope Ferry Rd
Waterford, CT 06385-2886



Assessment Administration Specialist
Certified Assessment Evaluator
Cadastral Mapping Specialist
Mass Appraisal Specialist
Personal Property Specialist
Residential Evaluation Specialist

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2024 Membership Application

Dear Assessing/Appraising Professional,

Below is an application to renew your membership to the Northeastern Regional Association of Assessing Officers. Our organization has been in existence for over fifty years and was created to provide training and educational opportunities for assessing officials, to improve assessment standards and to promote more efficient and uniform administration of property tax laws throughout the northeastern United States and Canada.

In order to reach the above goals, the NRAAO sponsors an annual conference. This year the 2023 conference was hosted by Maryland May 14-17, 2023 at the Ocean City Grand Hotel. **The 2024 Conference will be hosted by New Jersey "Future at the Shore in 24."** The dates of the conference are May 19-22, 2024 at Bally's Atlantic City Hotel and Casino. Check the NRAAO website for a link to rooms rates. (Please note the room rate does not include Saturday night). Join us for a terrific opportunity to obtain ongoing education credits you need.

PLEASE keep your membership CURRENT....**Membership is important** during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment field operates, learn about new laws and regulations and contact other assessing officials from various communities, states and provinces

ENDORSE # 2549

Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525.

CLOSE PO Y NOR PAY ONLINE - NRAAO.ORG (fees apply)

The fee structure is as follows:

ACCOUNT # 10104-52050

AMOUNT \$40 Active Member (Assessing Officials): \$ 40.00

Associate Member (Retired Officials): \$ 15.00

SIGN [Signature] Subscribing Members (Corporate, Reps, etc): \$ 100.00

DATE 11/13/23 If you have any questions, please feel free to contact me at 203-214-1781 or bquist@derbyct.gov

RENEWAL MEMBERSHIP APPLICATION 2024

NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Nicole Serra Title: Assistant Assessor Date: 11/13/2023

Jurisdiction/Firm: Town of Waterford Phone Number: (860) 444-5821

Mailing Address: 15 Rope Ferry Rd. City: Waterford ST: CT Zip: 06385

Fax Number: (860) 444-5819 E-Mail Address: n.serra@waterfordct.org

Signature [Signature]

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that this invoice is correct in all particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Betsy A Quist

Northeastern Regional Association of Assessing Officers

An Affiliate of the International Association of Assessing Officers

2024 Membership Application

Dear Assessing/Appraising Professional,

Below is an application to renew your membership to the Northeastern Regional Association of Assessing Officers. Our organization has been in existence for over fifty years and was created to provide training and educational opportunities for assessing officials, to improve assessment standards and to promote more efficient and uniform administration of property tax laws throughout the northeastern United States and Canada.

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PLEASE keep your membership CURRENT....Membership is important during these uncertain times that we have a network of professionals in the appraising/assessing field that could help you to gain insight to how the assessment field operates, learn about new laws and regulations and contact other assessing officials from various communities, states and provinces

APPROVED
Please fill out the application and send it along with the proper fee, via check, money order or voucher made out to NRAAO and return it to Betsy Quist, P.O. Box 5005, Woodbridge, CT 06525.

VENDOR# 2549 OR PAY ONLINE - NRAAO.ORG (fees apply)

The fee structure is as follows:

PO# — FY 2024

CLOSE PO Y — Active Member (Assessing Officials): \$ 40.00

Associate Member (Retired Officials): \$ 15.00

ACCOUNT # 10104-52050 Subscribing Members (Corporate, Reps, etc): \$ 100.00

AMOUNT 340 Have any questions, please feel free to contact me at 203-214-1781 or bquist@derbyct.gov

SIGN [Signature]

DATE 11/13/23 RENEWAL MEMBERSHIP APPLICATION 2024
NORTHEASTERN REGIONAL ASSOCIATION OF ASSESSING OFFICERS

Name: Paige Walton Title: Assessor Date: 11/13/2023

Jurisdiction/Firm: Town of Watford Phone Number: (860) 444-5822

Mailing Address: 15 Rye Ferry Rd. City: Watford ST: CT Zip: 06315

Fax Number: (860) 444-5819 E-Mail Address: pwatton@watfordct.org

Signature [Signature]

CLAIMANT'S CERTIFICATION AND DECLARATION

I do solemnly declare and certify under the penalties of the law that this invoice is correct in all particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within the knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Betsy A Quist

Connecticut Association of Assessing Officers
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

Membership Invoice

Invoice # 3078

December 6, 2022

Paige Walton
15 Rope Ferry Road
Waterford, CT 06385-2806

FILE COPY

Thank you for your membership! According to our records, your membership is about to expire. In order to continue your membership and all the benefits it provides, please send in payment before the Due Date below.

Thanks again and we hope you'll renew your membership in Connecticut Association of Assessing Officers!

MEMBER	ITEM	AMOUNT
Walton, Paige 1/1/2023 - 1/1/2024	Regular Member Membership Dues	70.00
APPROVED		
VENDOR# <u>69</u>		
PO# <u> </u> FY <u>2022</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10104-52050</u>		
AMOUNT <u>\$ 70.00</u>		TOTAL: 70.00

SIGN Paige Walton

DATE 12-8-2022

Payment Stub

Member: Walton, Paige

Please tear off this stub and include with your payment.
Send payment to:

CAAO
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

Invoice #: 3078
Description: Membership Dues
Date Due: 2/15/2023

Amt. Due: 70.00

Enclosed: ☐

or login and pay online at
<https://caao.com>

Connecticut Association of Assessing Officers
c/o Marsha Benno, Assessor's Office
11 Meetinghouse Lane
Woodbridge, CT 06525-1597

Membership Invoice

Invoice # 3030

February 16, 2023

FILE COPY

Nicole Serra
Waterford Town Hall
15 Rope Ferry Rd
Waterford, CT 06385-2806

Thank you for your membership! According to our records, your membership dues are past due. In order to continue your membership and all the benefits it provides, please send in payment immediately!

MEMBER	ITEM	AMOUNT
Serra, Nicole 1/1/2023 - 1/1/2024	Regular Member Membership Dues	70.00
APPROVED		
VENDOR# <u>109</u>		
PO# <u> </u> FY <u>2023</u>		
CLOSE PO Y <u> </u> N <u> </u>		
ACCOUNT # <u>10104-52050</u>		
TOTAL:		70.00

AMOUNT \$70.00

SIGN Nicole Serra

Payment Stub

DATE 2/22/23

Member: Serra, Nicole

Please tear off this stub and include with your payment.
Send payment to:

CAAO
c/o Marsha Benno, Assessor's Office
Meetinghouse Lane
Woodbridge, CT 06525-1597

Invoice #: 3030
Description: Membership Dues
Date Due: 2/15/2023

Amt. Due: 70.00

Enclosed:



or login and pay online at
<https://caao.com>

GREATER NEW LONDON AREA ASSESSORS ASSOCIATION

2023 Membership Dues Notice

For April 1, 2023 through March 31, 2024

Name: Nicole Serra

Municipality: Town of Waterford

Address: 15 Rope Ferry Road

City/State/ZIP Waterford, CT 06385

Phone Number: 860-444-5821

Email: nserra@waterfordct.org

Dues are \$15.00

Make checks payable to GNLA

Please remit your payment with completed form to:

Kathi Race, Assessor's Office
Town of East Hampton
1 Community Dr
East Hampton, CT 06424-1000

****Please complete a separate form for each employee as necessary****

MEMBER# 203
FY 2023
PO Y N
COUNT # 10104-52050
COUNT 10104-52050 \$15.00
AN 3/1/2023
DATE 3/1/2023

2023 Membership Dues Notice

Name: Paige Walton

****Please complete a separate form for each employee as necessary****

3/4/2023



Assessors 2023: CAAO Workshops & Special Events

June 5, 2023 – June 9, 2023

UConn
Thomas J. Dodd Research Center
Storrs, CT 06269

Congratulations, you are now registered!

Your Confirmation Number is:

BDNXS93WYB3

at, you can register via the link on-site at the registration desk. Physical permits no longer need to be displayed on board if you have entered your vehicle online. Directions to "S" Lot, "Y" Lot and "B" Lot are on the registration site.

Add to Calendar

Registration Summary

Review your registration information below

Paige Walton
pwalton@waterfordct.org

Mobile
18608578303

Organization
Town of Waterford

Title
Assessor

Preferred Mailing Address
15 Rope Ferry Road
Waterford, Connecticut 06385
USA

Questions

Are you an appraiser?
No

For non-hotel guests:
Will you require a campus parking pass (included in your registration fee)?

Registration Summary

Review your registration information below

Nicole Serra

nserra@waterfordct.org

Mobile

8606089694

Title

Assistant Assessor

APPROVED

VENDOR#

69

PO#

FY 2023

CLOSE PO Y N

Organization

Town of Waterford

ACCOUNT #

17124-52250

AMOUNT

\$450

Preferred Mailing Address

SIGN

15 Rope Ferry Road

Waterford, Connecticut 06385

USA

DATE 4/17/2023

Questions

For non-hotel guests:

Will you require a campus parking pass (included in your registration fee)?

Yes

Agenda

Item

Date

Price

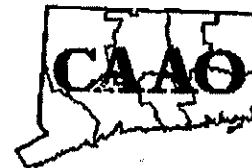
Admission Item

CCMA Course 2B

Sessions

\$450.00

April 13, 2023



VOICE

Paige Walton
Town of Waterford
15 Rope Ferry Road

Waterford, CT 06385, USA

INVOICE DETAILS

Invoice
CAAO23-04132023-1062-1040

Order
ZMN9B3Z2JNT

Invoice Date
April 13, 2023 / 11:09 AM ET

Item	Price	Quantity	Amount
CAAO Advanced Workshops - Three Day Pass	\$300.00	1	\$300.00

Order Total: \$300.00

Balance Due: \$300.00

Payment by "TouchNet" indicates a credit card payment. You will receive a separate email confirmation from TouchNet if you paid by credit card.

All checks should be made out to: "UConn - Assessors 22" and mailed to the address below.

UConn Events and Conference Services
2011 Hillside Road, Unit 1185
Storrs, CT 06269-1185
(p) 860-486-1038, (f) 860-486-1064
conferences@uconn.edu

Make Checks payable to: CAAO
Mail to:
Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Registration Invoice

March 13, 2023
Invoice #E2022 (pg 1/1)

Sold To: Paige Walton
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385-2806

Event Name: Joint Assessor and Tax Collector Spring Meeting
Date(s): 05/09/23 - 05/09/23
Location: AQUATURF CLUB

Purchase Description	Amounts
Walton, Paige Package: Chicken Parmigiana (\$50.00 USD)	\$50.00 USD
APPROVED VENDOR# 69 PO# FY 2023 CLOSE PO Y N ACCOUNT # 10104-5005 AMOUNT \$ 50.00 SIGN DATE 3/15/2023	
Connecticut Association Of Assessing Officers For workshops please make checks payable to CAAO For classes please make checks payable to CCMA committee	
Purchase Total, Invoice #E2022:	\$50.00 USD
Payment Received:	\$0.00 USD
Amount Due:	\$50.00 USD



Connecticut Association of
Assessing Officers
(<https://caao.com>)

MENU

Event Registration - Connecticut Association of Assessing Officers

Check Or Money Order Payment Voucher

Instructions:

Make Checks payable to: CAAO

Mall to:

Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Event Information:

Organization: Make Checks payable to: CAAO

Mall to:

Town of Wethersfield,
C/O Sonia Betz,
505 Silas Deane Hwy,
Wethersfield, CT 06109

Name: Joint Assessor and Tax Collector Spring Meeting

Description:

**You are cordially invited to attend the Annual Spring Meeting of
The Connecticut Association of Assessing Officers, Inc. and
The Connecticut Tax Collector Association**

**To be held at The Aquaturf Club
556 Mulberry St, Plantsville, CT 06479**

Date(s): 5/9/2023 - 5/9/2023

Time: 9:30 AM - 3:00 PM EST

Location: AQUATURF CLUB, 556 MULBERRY ST, Southington, CT 06489

Add To
Outlook Calendar

(https://www.viethconsulting.com/members/secure/evr/generate_vcs.php?org_id=CAAO&evld=36082895)

Add To
Google Calendar
(<https://www.google.com/calendar/event?action=TEMPLATE&text=Joint Assessor and Tax Collector Spring>)

Meeting&dates=20230509T133000Z/20230509T190000Z&details=Annual+Spring+Meeting%26nbsp%3BYou+are+cordially+invited+to+attend+the+Annual+Spring
MULBERRY ST,Southington,CT 06489&trp=false&sprop=&sprop=name:)

Add To
iCalendar

(https://www.viethconsulting.com/members/secure/evr/generate_ics.php?org_id=CAAO&evld=36082895)

Primary Contact:

Walton, Paige
Town of Waterford
Assessor
15 Rope Ferry Road
Waterford, CT 06385-2806
Work/Primary Phone: (860) 444-5822
Direct Line Phone: (860) 444-5822
pwalton@waterfordct.org

Attendees

Walton, Paige

CAAO Fall Symposium Reservation Form

Date: September 21, 2023

Time: 8:00 AM

Place: Shuttle Meadow Country Club, 51 Randecker Lane, Berlin, CT 06037

Reservation Form

Name:

Please print name

Paige S Walton

Cost: \$50 (CAAO member)

Name:

Please print name

Cost: \$80 (NON CAAO member)

Municipality or Organization:

Town of Waterford

Please RSVP by Friday, September 1, 2023

Make checks out to: CAAO

Send this completed form & payment to:

CAAO

**C/O Chandler Rose, Assessor's Office
979 Main Street, Willimantic, CT 06226**

Phone: (860) 465-3026

assessor@windhamct.com

APPROVED

VENDOR#

69

PO#

FY 24

CLOSE PO

Y

N

X

ACCOUNT #

10164-52050

AMOUNT

\$50.00

SIGN

[Signature]

DATE

8/20/23

The 2023 Wichita Property Tax Conference

was a great success!

Thank you to everyone who helped make this year's conference happen.

Our dedicated Planning Committee

The generous Sponsors and donors.

The many vendors, suppliers and staff.

Mark your calendars and plan to be in Wichita for the

2024 Tax Conference July 28 - August 1, 2024



The 2024 agenda has yet to be scripted.

Have an idea – let the planning committee know.

Home E-Brochures Certificates Customized Services On-line Programs Annual Events About CMD
Contact Us

Conference attendees are people involved in property tax matters and are from organizations including Government, consultants, attorneys, software, accounting and educators.

The Wichita Property Tax Conference is the world's longest lasting and most well-attended conference for both newcomers and advanced professionals involved with complex property tax valuation and assessments.

Whova - the conference app that puts the week in your hand

Registration fees

Registration fees:

\$150 for State Representatives (scholarships available, contact Gerald Graham gerald.graham@wichita.edu)

\$695 for Industry Representatives

Your registration fee gives you:

- 3 First rate Keynote Speakers
- 12 special presentations by industry experts



Connecticut Chapter of the International Association of Assessing Officers

Course 501 - Personal Property Auditing, Basic to Advanced

This course is a combination of the material contained in Workshops 552 and 553. The course includes one exam and eliminates some material that is identical in the two workshops when taught separately. This course provides a foundation for understanding basic financial records, specifically related to fixed assets. The balance sheet, depreciation schedule, and income statement will be described and discussed in much detail. Emphasis will be placed on the pertinent data relevant to the personal property appraiser. In addition, the course expands to advanced discussions of accounting and auditing theory as it relates to fixed assets. Capitalization techniques will also be discussed. A case study including sample financial records will be used to "discover" fixed assets that may otherwise be hidden from the appraiser. This course includes an exam.

Recommended prerequisites: Course 101, Course 102, Course 500

Recommended textbook: *Property Assessment Valuation (PAV)* (3rd edition)

When: March 18-23, 2024

Where: Rocky Hill Fire Department, Assembly Room, 2nd Floor
3050 Main St, Rocky Hill, CT

Time: 8:00am to 5:00pm

Cost: \$600.00 CT Chapter Members/\$650.00 Non-Members

Instructor: Lisa Hobart, CAE, PPS, FIAAO

Course fees include the cost of materials. Any required books or periodicals can be purchased at IAAO.org
this class is VERY popular and will fill quickly, seats filled based on checks received, please RSVP asap!

RSVP By Friday, February 23, 2024

Refund Policy: Any cancellations prior to the RSVP deadline will be issued a 100% refund. Any cancellations after the cancellation deadline will only be issued a 50% refund.

For questions or to make your reservation contact Stuart Topliff 860-258-2722 or email to stopliff@rockyhillct.gov

Municipality/Company: Town of Waterbury

Name of Attendee: Paige Walton

Phone: (860) 444-5822

Email: pwalton@waterburyct.org

VENDOR # 217

Amount Enclosed \$600

PO# 11 2024

CLOSE PO Y
Checks Payable to: CT Chapter of IAAO

ACCOUNT # _____

AMOUNT \$600.00

Mail to: CT Chapter of IAAO

C/O Brendan Moriarty

Assessor's Office

761 Old Main St

Rocky Hill, CT 06067

DATE 11/29/2023



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS

MOTOR VEHICLE COMMITTEE

FILE COPY

SUBSCRIPTION RENEWAL

2023 JD POWER/NADA MOTOR VEHICLE ORDER FORM

Tuesday, June 20, 2023

Waterford Assessor's Office
Town Hall
15 Rope Ferry Road
Waterford CT 06385-2806

1 2023 NADA MOTOR VEHICLE PRICING \$ 1,640

(This cost is to have your vehicles valued for your 2023 Grand List and must be ordered)

There are no books included in this cost.

****All MV books are now purchased separately****

ADD Total "ADDITIONAL J.D. POWER" from page two \$ 171.00

TOTAL AMOUNT DUE TO CAAO, INC \$ 1,811.00

MAKE CHECK PAYABLE TO: CAAO, INC

MAIL PAGE ONE & TWO OF YOUR ORDER FORM W/PAYMENT TO:

APPROVED

VENDOR# 69

PO# FY 2023

CLOSE PO Y N

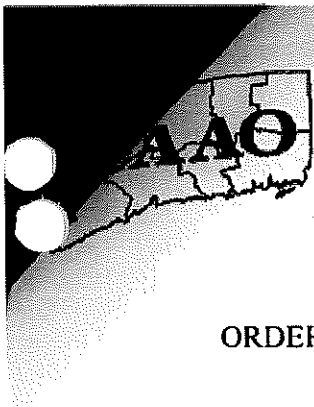
ACCOUNT # 1904-53200

AMOUNT \$1,811.00

SIGN [Signature]

DATE 6/28/2023

Sandy Rainieri
City of Milford
Assessor's Office
70 West River St
Milford, CT 06460



CONNECTICUT ASSOCIATION OF ASSESSING OFFICERS
MOTOR VEHICLE COMMITTEE

ORDER FORM – “ADDITIONAL J.D. POWER” 2023 PRICING GUIDES

TOWN OF: Waterford Assessor's Office
Town Hall
15 Rope Ferry Road
Waterford, CT 06385-2806

QTY

# <u>1</u>	October issue, J.D. POWER Official Used Car Guide	\$ 84.00 ea. <u>84.00</u>
# <u>1</u>	Sept-Dec issue, J.D. POWER Official Older Used Car Guide	\$ 87.00 ea. <u>87.00</u>
# <u> </u>	Sept-Dec issue, J.D. POWER Classic, Collectible, Exotic Guide	\$ 93.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Commercial Truck Guide	\$ 84.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Motorcycle/Snowmobile Guide	\$ 106.00 ea. <u> </u>
# <u> </u>	Dec. issue, J.D. POWER Vintage Collectible & Retro Motorcycle	\$ 57.00 ea. <u> </u>
# <u> </u>	Sept-Dec issue, J.D. POWER Recreational Vehicle Guide	\$ 155.00 ea. <u> </u>
# <u> </u>	J.D. POWER CONNECT RV * <u>Online Subscription Only</u> *(replaces Older RV Guide) has values for both RV Guides (years 2024-1966)	\$ 165.00 ea. <u> </u>
# <u> </u>	J.D. POWER Online Subscription	\$250.00 ea. <u> </u>

2 TOTAL ORDER

TOTAL AMOUNT
(Add this amount to page one)

\$ 171.00

MAKE CHECK PAYABLE TO:

CAAO, INC

MAIL ALL ORDER FORMS & PAYMENTS TO:

Sandy Rainieri
City of Milford
Assessor's Office
70 West River St
Milford, CT 06460

Town Name	Town Code	County	# of MV's as per DMV	2023 Base Price	Town Total from OPM	Difference in # Vehicles	2023 Base Price Updated	2024 Base Price @ \$0.102/vehicle	2024 JD Power books estimate (based on 2023 purchases)	Committee Expenses, Truck Pricing & Confirmands	Total Cost for 2024	2023 Base Price	2023 Additional Books, RV On-Line	2023 Total including Additional Charges	Change from 2023 to 2024	Optional On-Line Program per year charge	Optional On-Line Program base charge
Andover	1	Tolland County	4,068	\$340.00	4,090	22	\$340	\$400	\$620	\$60	\$1,080	\$340	\$516	\$856	\$224	\$300	\$250
Ansonia	2	New Haven County	14,736	\$1,240.00	14,729	(7)	\$1,240	\$1,500	\$300	\$60	\$1,860	\$1,240	\$250	\$1,490	\$370	\$300	\$250
Ashtford	3	Windham County	4,797	\$440.00	5,028	231	\$440	\$500	\$1,300	\$60	\$1,860	\$440	\$1,081	\$1,521	\$339	\$300	\$250
Avon	4	Hartford County	16,436	\$1,340.00	16,275	(161)	\$1,340	\$1,700	\$620	\$60	\$2,380	\$1,340	\$619	\$1,856	\$241	\$300	\$250
Barkhamsted	5	Litchfield County	4,325	\$340.00	4,355	30	\$340	\$400	\$740	\$60	\$1,200	\$340	\$619	\$959	\$241	\$300	\$250
Beacon Falls	6	New Haven County	5,991	\$540.00	5,976	(15)	\$540	\$600	\$540	\$60	\$1,200	\$540	\$454	\$994	\$206	\$300	\$250
Bedford	7	Hartford County	23,140	\$1,940.00	23,201	61	\$1,940	\$2,400	\$510	\$60	\$2,970	\$1,940	\$916	\$3,889	\$601	\$300	\$250
Bethany	8	New Haven County	5,945	\$540.00	5,964	19	\$540	\$600	\$510	\$60	\$1,160	\$540	\$916	\$2,356	\$304	\$300	\$250
Bethel	9	Fairfield County	18,344	\$1,540.00	18,420	76	\$1,540	\$1,900	\$1,300	\$60	\$3,260	\$1,540	\$1,081	\$4,341	\$809	\$300	\$250
Bloomfield	10	Litchfield County	4,656	\$440.00	4,668	12	\$440	\$500	\$510	\$60	\$1,070	\$440	\$421	\$1,491	\$704	\$300	\$250
Bloomfield	11	Hartford County	19,261	\$1,540.00	19,304	43	\$1,540	\$2,000	\$1,100	\$60	\$3,160	\$1,540	\$916	\$4,076	\$391	\$300	\$250
Bolton	12	Tolland County	5,559	\$440.00	5,539	(20)	\$440	\$500	\$1,040	\$60	\$2,700	\$440	\$869	\$3,309	\$201	\$300	\$250
Bosrah	13	New London	3,641	\$340.00	3,659	18	\$340	\$400	\$500	\$60	\$960	\$340	\$419	\$1,359	\$341	\$300	\$250
Bradford	14	New Haven County	27,546	\$2,240.00	27,465	(81)	\$2,240	\$2,800	\$1,300	\$60	\$4,160	\$2,240	\$1,081	\$5,241	\$839	\$300	\$250
Bridgeport	15	Fairfield County	83,872	\$6,740.00	83,872	0	\$6,740	\$8,600	\$540	\$60	\$9,200	\$6,740	\$448	\$11,188	\$2,012	\$300	\$250
Bridgewater	16	Litchfield County	2,083	\$240.00	2,058	(25)	\$240	\$300	\$440	\$60	\$700	\$240	\$370	\$610	\$90	\$300	\$250
Bristol	17	Hartford County	52,025	\$4,240.00	52,025	0	\$4,240	\$5,300	\$1,300	\$60	\$6,660	\$4,240	\$1,081	\$11,333	\$1,333	\$300	\$250
Brookfield	18	Fairfield County	16,978	\$1,440.00	16,974	(4)	\$1,440	\$1,700	\$590	\$60	\$2,290	\$1,440	\$776	\$3,016	\$474	\$300	\$250
Brooklyn	19	Windham County	8,379	\$740.00	8,403	24	\$740	\$900	\$740	\$60	\$1,700	\$740	\$619	\$2,319	\$341	\$300	\$250
Burlington	20	Hartford County	10,196	\$840.00	10,193	(3)	\$840	\$1,000	\$300	\$60	\$1,360	\$840	\$250	\$1,090	\$270	\$300	\$250
Canaan	21	Litchfield County	1,507	\$140.00	1,339	(168)	\$140	\$100	\$210	\$60	\$370	\$140	\$171	\$311	\$59	\$300	\$250
Canterbury	22	Windham County	6,553	\$540.00	6,558	5	\$540	\$700	\$740	\$60	\$1,500	\$540	\$614	\$1,154	\$346	\$300	\$250
Canton	23	Hartford County	10,229	\$840.00	10,246	17	\$840	\$1,000	\$210	\$60	\$1,270	\$840	\$171	\$1,011	\$259	\$300	\$250
Chaplin	24	Windham County	2,674	\$240.00	2,752	78	\$240	\$300	\$570	\$60	\$930	\$240	\$476	\$716	\$214	\$300	\$250
Cheshire	25	New Haven County	26,737	\$2,140.00	26,610	(127)	\$2,140	\$2,700	\$620	\$60	\$3,380	\$2,140	\$514	\$4,654	\$1,716	\$300	\$250
Chester	26	Middlesex County	4,277	\$340.00	4,290	13	\$340	\$400	\$320	\$60	\$780	\$340	\$264	\$604	\$176	\$300	\$250
Chester	27	Middlesex County	13,821	\$1,140.00	13,897	76	\$1,140	\$1,400	\$1,000	\$60	\$2,460	\$1,140	\$834	\$1,974	\$486	\$300	\$250
Clinton	28	New London	16,820	\$1,340.00	16,615	(205)	\$1,340	\$1,700	\$620	\$60	\$2,380	\$1,340	\$516	\$2,856	\$524	\$300	\$250
Colchester	29	Litchfield County	1,909	\$240.00	1,909	0	\$240	\$300	\$430	\$60	\$990	\$240	\$361	\$601	\$369	\$300	\$250
Colchester	30	Tolland County	6,321	\$540.00	6,394	73	\$540	\$700	\$1,100	\$60	\$1,860	\$540	\$916	\$1,456	\$404	\$300	\$250
Concord	31	Litchfield County	1,978	\$140.00	1,792	(186)	\$140	\$100	\$50	\$60	\$260	\$140	\$50	\$140	\$120	\$300	\$250
Coventry	32	Tolland County	13,557	\$1,140.00	13,649	92	\$1,140	\$1,400	\$700	\$60	\$2,180	\$1,140	\$586	\$1,776	\$434	\$300	\$250
Cromwell	33	Middlesex County	13,928	\$1,140.00	14,024	96	\$1,140	\$1,400	\$300	\$60	\$1,760	\$1,140	\$250	\$1,390	\$370	\$300	\$250
Danbury	34	Fairfield County	72,398	\$5,840.00	72,249	(149)	\$5,840	\$7,240	\$740	\$60	\$8,200	\$5,840	\$619	\$6,459	\$1,741	\$300	\$250
Danvers	35	Fairfield County	17,463	\$1,440.00	17,453	(10)	\$1,440	\$1,800	\$300	\$60	\$2,160	\$1,440	\$247	\$1,687	\$473	\$300	\$250
Deep River	36	Middlesex County	4,989	\$440.00	5,077	88	\$440	\$500	\$500	\$60	\$1,060	\$440	\$415	\$855	\$205	\$300	\$250
Derry	37	New Haven County	9,921	\$840.00	9,847	(74)	\$840	\$1,000	\$1,100	\$60	\$2,160	\$840	\$916	\$1,756	\$404	\$300	\$250
Durham	38	Middlesex County	8,161	\$740.00	8,161	0	\$740	\$900	\$1,300	\$60	\$2,180	\$740	\$1,081	\$1,821	\$339	\$300	\$250
Eastford	39	Windham County	2,034	\$240.00	2,210	176	\$240	\$300	\$800	\$60	\$1,060	\$240	\$666	\$906	\$154	\$300	\$250
East Granby	40	Hartford County	5,996	\$540.00	6,049	53	\$540	\$600	\$730	\$60	\$1,390	\$540	\$540	\$1,149	\$241	\$300	\$250
East Haddam	41	Middlesex County	10,750	\$940.00	11,080	330	\$940	\$1,100	\$710	\$60	\$1,870	\$940	\$592	\$1,532	\$338	\$300	\$250
East Hampton	42	Middlesex County	14,060	\$1,140.00	14,366	306	\$1,140	\$1,400	\$300	\$60	\$1,860	\$1,140	\$248	\$1,388	\$472	\$300	\$250
East Hartford	43	Hartford County	39,708	\$3,240.00	39,508	(200)	\$3,240	\$4,000	\$810	\$60	\$4,870	\$3,240	\$676	\$3,916	\$654	\$300	\$250
East Haven	44	New Haven County	24,273	\$1,940.00	24,262	(11)	\$1,940	\$2,500	\$910	\$60	\$3,370	\$1,940	\$679	\$2,619	\$751	\$300	\$250
East Lyme	45	New London	18,130	\$1,540.00	18,213	83	\$1,540	\$1,900	\$1,010	\$60	\$2,970	\$1,540	\$842	\$2,382	\$588	\$300	\$250
Easton	46	Fairfield County	7,412	\$640.00	7,412	0	\$640	\$800	\$800	\$60	\$1,660	\$640	\$666	\$1,306	\$354	\$300	\$250
East Windsor	47	Hartford County	12,340	\$1,040.00	12,354	14	\$1,040	\$1,300	\$630	\$60	\$1,960	\$1,040	\$525	\$1,565	\$425	\$300	\$250
Ellington	48	Tolland County	16,627	\$1,340.00	16,663	36	\$1,340	\$1,700	\$1,300	\$60	\$3,060	\$1,340	\$1,081	\$2,421	\$639	\$300	\$250
Enfield	49	Hartford County	37,304	\$3,040.00	37,304	0	\$3,040	\$3,800	\$1,040	\$60	\$5,160	\$3,040	\$1,081	\$4,121	\$1,039	\$300	\$250
Essex	50	Middlesex County	7,806	\$640.00	7,793	(13)	\$640	\$800	\$1,040	\$60	\$1,900	\$640	\$669	\$1,509	\$391	\$300	\$250
Fairfield	51	Fairfield County	48,121	\$3,840.00	48,110	(11)	\$3,840	\$4,900	\$1,300	\$60	\$6,260	\$3,840	\$1,081	\$4,921	\$1,339	\$300	\$250
Farmington	52	Hartford County	23,619	\$1,940.00	23,768	149	\$1,940	\$2,400	\$620	\$60	\$3,080	\$1,940	\$516	\$2,456	\$624	\$300	\$250
Franklin	53	New London	2,695	\$240.00	2,739	44	\$240	\$300	\$700	\$60	\$1,060	\$240	\$382	\$622	\$228	\$300	\$250
Glastonbury	54	Hartford County	32,476	\$2,640.00	32,409	(67)	\$2,640	\$3,300	\$210	\$60	\$3,570	\$2,640	\$171	\$2,811	\$759	\$300	\$250
Goshen	55	Litchfield County	4,067	\$340.00	4,155	88	\$340	\$400	\$740	\$60	\$1,200	\$340	\$614	\$954	\$246	\$300	\$250
Granby	56	Fairfield County	11,665	\$940.00	11,582	(83)	\$940	\$1,200	\$1,300	\$60	\$2,560	\$940	\$1,081	\$2,021	\$559	\$300	\$250
Greenwich	57	Fairfield County	53,180	\$4,340.00	52,993	(187)	\$4,340	\$5,400	\$540	\$60	\$6,000	\$4,340	\$454	\$4,694	\$1,306	\$300	\$250
Griswold	58	New London	11,974	\$1,040.00	12,126	152	\$1,040	\$1,200	\$2,000	\$60	\$2,260	\$1,040	\$831	\$1,871	\$389	\$300	\$250
Groton	59	New Haven County	29,615	\$2,440.00	30,275	660	\$2,440	\$3,100	\$480	\$60	\$3,580	\$2,440	\$400	\$2,840	\$800	\$300	\$250
Guilford	60	New Haven County	21,660	\$1,740.00	21,674	14	\$1,740	\$2,200	\$800	\$60	\$3,060	\$1,740	\$666	\$2,406	\$654	\$300	\$250
Haddam	61	Middlesex County	10,211	\$940.00	10,338	127	\$940	\$1,100	\$300	\$60	\$1,960	\$940	\$666	\$1,506	\$454	\$300	\$250
Hamden	62	New Haven County	39,893	\$3,240.00	39,557	(336)	\$3,240	\$4,000	\$1,400	\$60	\$5,460	\$3,240	\$1,165	\$4,405	\$1,055	\$300	\$250
Hampton	63	Windham County	2,605	\$240.00	2,462	(143)	\$240	\$300	\$710	\$60	\$1,070	\$240	\$592	\$832	\$238	\$300	\$250

1	Hartford	Hartford County	54,330	\$4,340.00	52,759	(1,571)	\$4,240	\$6,260	\$4,906	\$666	\$4,240	\$666	\$4,906	\$1,354
2	Hartland	Hartford County	2,364	\$240.00	2,463	79	\$240	\$660	\$490	\$750	\$240	\$750	\$490	\$170
3	Hartington	Litchfield County	7,209	\$640.00	7,229	20	\$640	\$1,060	\$880	\$250	\$640	\$250	\$880	\$300
4	Hartington	Litchfield County	9,938	\$840.00	9,958	20	\$840	\$1,560	\$1,255	\$415	\$840	\$415	\$1,255	\$305
5	Hartington	Litchfield County	3,093	\$240.00	3,093	14	\$240	\$570	\$411	\$171	\$240	\$171	\$411	\$139
6	Killingly	Windham County	17,060	\$1,440.00	17,116	56	\$1,440	\$1,000	\$2,271	\$831	\$1,440	\$831	\$2,271	\$489
7	Killingworth	Windham County	7,431	\$640.00	7,446	15	\$640	\$1,070	\$811	\$171	\$640	\$171	\$811	\$259
8	Lebanon	Middlesex County	9,047	\$740.00	9,288	241	\$740	\$1,460	\$1,155	\$415	\$740	\$415	\$1,155	\$305
9	Lebanon	New London	14,264	\$1,140.00	14,257	(7)	\$1,140	\$1,960	\$1,474	\$486	\$1,140	\$486	\$1,474	\$306
10	Lebanon	New London	4,864	\$440.00	5,129	265	\$440	\$1,080	\$855	\$205	\$440	\$855	\$205	\$300
11	Litchfield	Litchfield County	9,669	\$840.00	9,644	(25)	\$840	\$1,690	\$1,365	\$325	\$840	\$325	\$1,365	\$300
12	Litchfield	New London	2,597	\$240.00	3,041	444	\$240	\$980	\$754	\$226	\$240	\$226	\$754	\$139
13	Madison	New Haven County	17,476	\$1,440.00	17,496	20	\$1,440	\$3,160	\$2,521	\$639	\$1,440	\$639	\$2,521	\$639
14	Manchester	Hartford County	45,880	\$3,940.00	45,467	(413)	\$3,940	\$6,380	\$4,908	\$1,272	\$3,940	\$1,272	\$4,908	\$1,272
15	Mansfield	Tolland County	10,465	\$940.00	10,564	199	\$940	\$1,900	\$1,554	\$346	\$940	\$346	\$1,554	\$346
16	Mansfield	Hartford County	6,434	\$540.00	6,444	10	\$540	\$1,060	\$790	\$270	\$540	\$270	\$790	\$270
17	Mansfield	Hartford County	46,628	\$3,740.00	46,676	48	\$3,740	\$6,160	\$4,821	\$1,339	\$3,740	\$1,339	\$4,821	\$1,339
18	Middlebury	New Haven County	7,998	\$640.00	8,028	30	\$640	\$1,490	\$1,165	\$325	\$640	\$325	\$1,165	\$300
19	Middlebury	New Haven County	5,194	\$440.00	5,176	(18)	\$440	\$1,860	\$1,521	\$339	\$440	\$339	\$1,521	\$339
20	Middlebury	Middlesex County	36,628	\$2,940.00	36,710	84	\$2,940	\$4,970	\$3,866	\$1,004	\$2,940	\$1,004	\$3,866	\$1,004
21	Middlebury	New Haven County	48,317	\$3,940.00	48,142	(175)	\$3,940	\$6,780	\$5,021	\$1,239	\$3,940	\$1,239	\$5,021	\$1,239
22	Middlebury	New Haven County	18,628	\$1,540.00	18,725	97	\$1,540	\$2,760	\$2,206	\$554	\$1,540	\$554	\$2,206	\$554
23	Monroe	Fairfield County	17,409	\$1,440.00	17,650	241	\$1,440	\$2,670	\$2,111	\$559	\$1,440	\$559	\$2,111	\$559
24	Monroe	New London	2,900	\$240.00	2,911	11	\$240	\$1,470	\$1,166	\$304	\$240	\$304	\$1,166	\$304
25	Monroe	New Haven County	26,136	\$2,140.00	26,138	2	\$2,140	\$3,500	\$2,759	\$741	\$2,140	\$741	\$2,759	\$741
26	Monroe	Hartford County	46,506	\$3,740.00	46,522	16	\$3,740	\$6,300	\$5,021	\$1,278	\$3,740	\$1,278	\$5,021	\$1,278
27	New Britain	Fairfield County	16,605	\$1,340.00	16,489	(116)	\$1,340	\$2,370	\$1,851	\$518	\$1,340	\$518	\$1,851	\$518
28	New Britain	Fairfield County	13,100	\$1,040.00	13,139	39	\$1,040	\$2,300	\$1,920	\$380	\$1,040	\$380	\$1,920	\$380
29	New Britain	Fairfield County	7,829	\$640.00	7,935	106	\$640	\$1,360	\$1,055	\$305	\$640	\$305	\$1,055	\$305
30	New Britain	New Haven County	60,339	\$4,940.00	60,339	(565)	\$4,940	\$6,680	\$5,201	\$1,489	\$4,940	\$1,489	\$5,201	\$1,489
31	New Britain	New Haven County	28,211	\$2,940.00	28,067	(144)	\$2,940	\$3,670	\$2,832	\$838	\$2,940	\$838	\$2,832	\$838
32	New Britain	New London	17,111	\$1,440.00	17,174	63	\$1,440	\$2,360	\$1,853	\$507	\$1,440	\$507	\$1,853	\$507
33	New Britain	New London	27,871	\$2,740.00	28,106	235	\$2,740	\$4,260	\$3,321	\$939	\$2,740	\$939	\$3,321	\$939
34	New Britain	Litchfield County	27,087	\$2,740.00	27,169	82	\$2,740	\$3,560	\$2,822	\$738	\$2,740	\$738	\$2,822	\$738
35	New Britain	Fairfield County	2,016	\$240.00	2,005	(11)	\$240	\$700	\$510	\$190	\$240	\$190	\$510	\$190
36	New Britain	Litchfield County	14,801	\$1,240.00	14,801	(14)	\$1,240	\$2,190	\$1,767	\$423	\$1,240	\$423	\$1,767	\$423
37	New Britain	New Haven County	3,525	\$340.00	3,525	438	\$340	\$750	\$579	\$171	\$340	\$579	\$171	\$171
38	New Britain	Litchfield County	25,218	\$2,040.00	25,164	(54)	\$2,040	\$3,860	\$3,037	\$823	\$2,040	\$823	\$3,037	\$823
39	New Britain	New Haven County	6,358	\$540.00	6,429	71	\$540	\$1,380	\$1,056	\$324	\$540	\$324	\$1,056	\$324
40	New Britain	New London	75,805	\$6,140.00	76,308	503	\$6,140	\$9,270	\$7,319	\$1,951	\$6,140	\$1,951	\$7,319	\$1,951
41	New Britain	Fairfield County	29,146	\$2,340.00	29,221	75	\$2,340	\$3,870	\$3,076	\$854	\$2,340	\$854	\$3,076	\$854
42	New Britain	New London	9,681	\$840.00	9,223	(458)	\$840	\$1,770	\$1,419	\$351	\$840	\$351	\$1,419	\$351
43	New Britain	Middlesex County	13,016	\$1,040.00	13,045	29	\$1,040	\$1,990	\$1,564	\$426	\$1,040	\$426	\$1,564	\$426
44	New Britain	New Haven County	15,486	\$1,240.00	15,457	(29)	\$1,240	\$2,280	\$1,756	\$524	\$1,240	\$524	\$1,756	\$524
45	New Britain	New Haven County	15,549	\$1,240.00	15,615	66	\$1,240	\$2,370	\$1,832	\$538	\$1,240	\$538	\$1,832	\$538
46	New Britain	New Haven County	15,939	\$1,240.00	15,151	(788)	\$1,240	\$2,860	\$2,321	\$539	\$1,240	\$539	\$2,321	\$539
47	New Britain	Windham County	18,011	\$1,440.00	18,000	(11)	\$1,440	\$2,590	\$2,049	\$541	\$1,440	\$541	\$2,049	\$541
48	New Britain	Hartford County	12,670	\$1,040.00	12,675	5	\$1,040	\$2,290	\$1,816	\$474	\$1,040	\$474	\$1,816	\$474
49	New Britain	Litchfield County	4,434	\$440.00	4,433	(1)	\$440	\$670	\$511	\$161	\$440	\$161	\$511	\$161
50	New Britain	Windham County	9,739	\$840.00	9,813	74	\$840	\$1,380	\$1,104	\$276	\$840	\$276	\$1,104	\$276
51	New Britain	Middlesex County	5,663	\$540.00	6,117	454	\$540	\$1,160	\$955	\$205	\$540	\$955	\$205	\$300
52	New Britain	New Haven County	10,511	\$840.00	10,486	(25)	\$840	\$2,260	\$1,756	\$504	\$840	\$504	\$1,756	\$504
53	New Britain	Windham County	8,416	\$740.00	8,393	(23)	\$740	\$1,650	\$1,313	\$337	\$740	\$337	\$1,313	\$337
54	New Britain	Fairfield County	8,465	\$740.00	8,467	2	\$740	\$1,660	\$1,322	\$338	\$740	\$338	\$1,322	\$338
55	New Britain	Fairfield County	21,100	\$1,740.00	21,211	111	\$1,740	\$2,990	\$2,349	\$641	\$1,740	\$641	\$2,349	\$641
56	New Britain	Fairfield County	18,391	\$1,540.00	18,353	(38)	\$1,540	\$3,260	\$2,621	\$639	\$1,540	\$639	\$2,621	\$639
57	New Britain	Litchfield County	2,904	\$240.00	2,909	5	\$240	\$970	\$751	\$219	\$240	\$219	\$751	\$219
58	New Britain	Litchfield County	5,045	\$440.00	5,769	724	\$440	\$1,050	\$866	\$184	\$440	\$866	\$184	\$184
59	New Britain	New London	4,338	\$340.00	4,415	77	\$340	\$630	\$57	\$57	\$340	\$57	\$57	\$57
60	New Britain	Litchfield County	1,653	\$140.00	1,964	311	\$140	\$1,360	\$916	\$446	\$140	\$916	\$446	\$446
61	New Britain	New Haven County	15,692	\$1,340.00	15,762	70	\$1,340	\$2,330	\$1,895	\$435	\$1,340	\$435	\$1,895	\$435
62	New Britain	Litchfield County	3,093	\$240.00	3,225	132	\$240	\$570	\$511	\$59	\$240	\$511	\$59	\$59
63	New Britain	Fairfield County	39,841	\$3,240.00	39,962	121	\$3,240	\$4,260	\$3,324	\$936	\$3,240	\$936	\$3,324	\$936
64	New Britain	Fairfield County	4,054	\$340.00	3,904	(150)	\$340	\$400	\$241	\$190	\$340	\$241	\$190	\$190
65	New Britain	Fairfield County	21,413	\$1,740.00	21,381	(32)	\$1,740	\$2,890	\$2,266	\$624	\$1,740	\$624	\$2,266	\$624
66	New Britain	Hartford County	12,076	\$940.00	10,825	(1,251)	\$940	\$1,800	\$1,475	\$325	\$940	\$325	\$1,475	\$325
67	New Britain	Tolland County	19,077	\$1,540.00	19,090	13	\$1,540	\$3,000	\$2,409	\$591	\$1,540	\$591	\$2,409	\$591
68	New Britain	New Haven County	44,095	\$3,540.00	44,195	100	\$3,540	\$5,060	\$3,955	\$1,105	\$3,540	\$1,105	\$3,955	\$1,105
69	New Britain	Hartford County	25,353	\$2,040.00	25,370	17	\$2,040	\$3,360	\$2,626	\$734	\$2,040	\$734	\$2,626	\$734

133	Sprague	New London	2,987	\$740.00	3,096	109	\$240	\$300	\$390	\$60	\$750	\$240	\$326	\$566	\$300	\$250
134	Stamford	Tolland County	13,026	\$1,040.00	13,684	658	\$1,140	\$1,400	\$740	\$60	\$2,200	\$1,140	\$679	\$1,759	\$300	\$250
135	Stamford	Fairfield County	98,977	\$7,940.00	99,775	748	\$8,040	\$10,700	\$810	\$60	\$11,070	\$8,040	\$677	\$8,717	\$300	\$250
136	Shering	Windham County	4,104	\$340.00	4,401	297	\$440	\$400	\$440	\$60	\$900	\$440	\$370	\$810	\$300	\$250
137	Stringtown	New London	19,828	\$1,640.00	19,061	767	\$1,540	\$1,900	\$500	\$60	\$2,460	\$1,540	\$435	\$1,955	\$300	\$250
138	Stratford	Fairfield County	45,060	\$3,640.00	45,470	360	\$3,640	\$1,300	\$1,300	\$60	\$5,960	\$3,640	\$1,081	\$4,721	\$300	\$250
139	Suffield	Hartford County	14,906	\$1,240.00	14,752	(154)	\$1,240	\$1,500	\$910	\$60	\$2,470	\$1,240	\$755	\$1,995	\$300	\$250
140	Thomaston	Litchfield County	8,305	\$740.00	8,335	30	\$740	\$900	\$530	\$60	\$1,490	\$740	\$442	\$1,182	\$300	\$250
141	Thompson	Windham County	10,156	\$840.00	10,263	107	\$840	\$1,000	\$510	\$60	\$1,570	\$840	\$421	\$1,261	\$300	\$250
142	Tolland	Litchfield County	15,367	\$1,240.00	15,436	69	\$1,240	\$1,600	\$640	\$60	\$2,300	\$1,240	\$535	\$1,775	\$300	\$250
143	Torrington	Litchfield County	31,172	\$2,540.00	31,277	105	\$2,540	\$3,200	\$810	\$60	\$4,070	\$2,540	\$676	\$3,216	\$300	\$250
144	Turnbull	Fairfield County	32,314	\$2,640.00	32,341	27	\$2,640	\$3,300	\$300	\$60	\$3,660	\$2,640	\$290	\$2,890	\$300	\$250
145	Union	Tolland County	1,152	\$140.00	1,170	18	\$140	\$100	\$300	\$60	\$460	\$140	\$250	\$390	\$300	\$250
146	Vernon	Tolland County	25,797	\$2,140.00	25,855	58	\$2,140	\$2,600	\$810	\$60	\$3,470	\$2,140	\$676	\$2,816	\$300	\$250
147	Vernon	New London	3,274	\$340.00	3,363	89	\$340	\$300	\$700	\$60	\$1,060	\$340	\$582	\$922	\$300	\$250
148	Wallingford	New Haven County	43,508	\$3,540.00	43,341	(167)	\$3,540	\$4,400	\$810	\$60	\$5,270	\$3,540	\$679	\$4,219	\$300	\$250
149	Warren	Litchfield County	1,717	\$140.00	1,838	122	\$140	\$300	\$610	\$60	\$670	\$140	\$511	\$651	\$300	\$250
150	Washington	Litchfield County	4,465	\$440.00	4,464	(1)	\$440	\$500	\$300	\$60	\$660	\$440	\$250	\$680	\$300	\$250
151	Waterbury	New Haven County	70,860	\$5,740.00	71,003	143	\$5,740	\$7,200	\$500	\$60	\$7,760	\$5,740	\$418	\$6,158	\$300	\$250
152	Waterbury	New London	20,469	\$1,640.00	20,504	35	\$1,640	\$2,100	\$210	\$60	\$2,370	\$1,640	\$171	\$1,811	\$300	\$250
153	Watertown	Litchfield County	21,989	\$1,840.00	21,987	(2)	\$1,840	\$2,200	\$810	\$60	\$3,070	\$1,840	\$677	\$2,517	\$300	\$250
154	Westbrook	Middlesex County	8,019	\$640.00	8,047	28	\$640	\$800	\$620	\$60	\$1,480	\$640	\$516	\$1,156	\$300	\$250
155	West Hartford	Hartford County	46,039	\$3,740.00	46,101	62	\$3,740	\$4,700	\$1,110	\$60	\$5,870	\$3,740	\$926	\$4,666	\$300	\$250
156	West Haven	New Haven County	37,692	\$3,040.00	37,719	27	\$3,040	\$3,800	\$1,300	\$60	\$5,160	\$3,040	\$1,081	\$4,121	\$300	\$250
157	Weston	Fairfield County	8,292	\$740.00	8,302	10	\$740	\$800	\$320	\$60	\$1,180	\$740	\$264	\$1,004	\$300	\$250
158	Westport	Fairfield County	24,322	\$1,940.00	23,825	(497)	\$1,940	\$2,400	\$610	\$60	\$3,070	\$1,940	\$511	\$2,451	\$300	\$250
159	Wethersfield	Hartford County	22,800	\$1,840.00	22,776	(24)	\$1,840	\$2,300	\$710	\$60	\$3,070	\$1,840	\$592	\$2,432	\$300	\$250
160	Willington	Tolland County	6,051	\$540.00	6,192	141	\$540	\$600	\$1,040	\$60	\$1,700	\$540	\$669	\$1,409	\$300	\$250
161	Wilson	Fairfield County	15,422	\$1,240.00	15,456	34	\$1,240	\$1,600	\$700	\$60	\$2,360	\$1,240	\$596	\$1,826	\$300	\$250
162	Winchester	Litchfield County	10,679	\$940.00	10,786	107	\$940	\$1,100	\$430	\$60	\$1,590	\$940	\$361	\$1,301	\$300	\$250
163	Windham	Windham County	17,324	\$1,440.00	16,899	(425)	\$1,440	\$1,700	\$800	\$60	\$2,560	\$1,440	\$666	\$2,106	\$300	\$250
164	Windsor	Hartford County	27,261	\$2,240.00	27,221	(40)	\$2,240	\$2,800	\$800	\$60	\$3,660	\$2,240	\$666	\$2,906	\$300	\$250
165	Windsor Locks	Hartford County	19,513	\$1,640.00	19,541	28	\$1,640	\$2,000	\$790	\$60	\$2,850	\$1,640	\$660	\$2,300	\$300	\$250
166	Windsor	New Haven County	16,925	\$1,440.00	16,933	8	\$1,440	\$1,700	\$1,000	\$60	\$2,760	\$1,440	\$631	\$2,271	\$300	\$250
167	Woodbridge	New Haven County	7,973	\$640.00	8,217	244	\$740	\$800	\$1,000	\$60	\$1,860	\$740	\$831	\$1,571	\$300	\$250
168	Woodbury	Litchfield County	10,608	\$840.00	10,655	47	\$840	\$1,100	\$330	\$60	\$2,090	\$840	\$776	\$1,716	\$300	\$250
169	Woodstock	Windham County	9,351	\$740.00	9,648	297	\$840	\$1,000	\$1,180	\$60	\$2,180	\$840	\$931	\$1,771	\$300	\$250
			3,046,322	\$250,460.00	3,053,737	5,415	\$250,860	\$311,400	\$123,770	\$10,340	\$445,510	\$250,860	\$103,085	\$359,945	\$50,700	\$42,250

Xerox Financial Services LLC
201 Merritt 7
Norwalk, CT 06851

Cost Per Image Agreement



Supplier Name-Address:			
Owner: XEROX FINANCIAL SERVICES LLC - 201 Merritt 7, Norwalk, CT 06851			
Agreement Number:			
CUSTOMER INFORMATION			
Full Legal Name: WATERFORD, TOWN OF			
Phone:			
Billing Address: 15 Rope Ferry Road			
Contact Name: Rawie Dummett			
City: WATERFORD State: CT Zip Code:			
Contact Email: rdummett@waterfordct.org			
EQUIPMENT			
QTY	MODEL AND DESCRIPTION	MONTHLY IMAGE ALLOWANCE*	EXCESS IMAGE CHARGE**
1	XEROX C8045	B&W 1,000 COLOR 0	B&W .006 COLOR .06
Meter Billing Frequency (Monthly unless checked): ☐ [Other]		* Included in Base Payment ** Plus applicable taxes	
Initial Term: 63 (In months)		Base Payment (plus applicable taxes): \$158.00	
Frequency: ☒ Monthly ☐ Quarterly ☐ Annually		24 Rope Ferry Road	
BY YOUR SIGNATURE BELOW, YOU ACKNOWLEDGE THAT YOU ARE ENTERING INTO A NON-CANCELLABLE AGREEMENT AND THAT YOU HAVE READ AND AGREED TO ALL APPLICABLE TERMS AND CONDITIONS SET FORTH IN PAGES 1 AND 3 HEREOF.			
Authorized Signer: [Signature]		Date: 06-20-2012	
Print Name: Rawie Dummett		Title: Purchasing Agent	
Accepted by: Xerox Financial Services LLC		Name and Title: Date:	

1. Definitions. The words "you" and "your" mean the legal entity identified in "Customer Information" above, and "XFS," "we," "us," "Owner" and "our" mean Xerox Financial Services LLC. "Party" means you or XFS, and "Parties" means both you and XFS. "Supplier" means the entity identified as "Supplier" above. "Acceptance Date" means the date you irrevocably determine Equipment has been delivered, installed and operating satisfactorily. "Agreement" means this Cost Per Image Agreement, including any attached equipment schedule. "Commencement Date" will be a date after the Acceptance Date, as set forth in our first invoice, for facilitating an orderly transition and to provide a uniform billing cycle. "Discount Rate" means 3% per annum. "Equipment" means the items identified in "Equipment" above and in any attached equipment schedule, plus any software (defined in section 3 hereof), attachments, accessories, replacements, replacement parts, substitutions, additions and repairs thereto. "Excess Charge" means the applicable excess image charge. "Interim Period" means the period, if any, between the Acceptance Date and the Commencement Date. "Interim Payment" means one twelfth of the Base Payment multiplied by the number of days in the Interim Period. "Payment" means the Base Payment specified above, which may include an amount payable to Supplier under the Maintenance Agreement to account for the Monthly Image Allowances listed above, the Excess Charges (unless otherwise agreed by you, Supplier and XFS), taxes and other charges you, Supplier and XFS agree will be invoiced by XFS. "Maintenance Agreement" means a separate agreement between you and Supplier for maintenance and support purposes. "Origination Fee" means a one-time fee of \$125 billed on your first invoice, which you agree to pay, covering origination, documentation, processing and other initial costs. "Term" means the Interim Period, if any, together with the Initial Term plus any subsequent renewal or extension terms. "UCC" means the Uniform Commercial Code of the State(s) where XFS must file UCC-1 financing statements to perfect its interest in the Equipment.

2. Agreement, Payments and Late Payments. You agree and represent that the Equipment was selected, configured and negotiated by you based on your judgment and supplied by Supplier. At your request, XFS will acquire same from Supplier to lease to you hereunder and you agree to lease same from XFS. The Initial Term commences on the Commencement Date. You agree to pay XFS the first Payment plus any applicable interim Payment no later than 30 days after the Commencement Date; each subsequent Payment shall be payable on the same date of each month thereafter. You agree to pay us all sums due under each invoice via check, Automated Clearing House debit, Electronic Funds Transfer or direct debit from your bank account by the due date. If any Payment is not paid in full within 5 days after its due date, you will pay a late charge of the greater of 10% of the amount due or \$25, not to exceed the maximum amount permitted by law. For each delinquent or returned Payment, you will be assessed the applicable fee, not to exceed \$35. Restrictive covenants on any method of payment will be ineffective.

3. Equipment and Software. To the extent that the Equipment includes intangible property or associated services such as software licenses, such intangible property shall be referred to as "Software." You acknowledge and agree that XFS is not the licensor of such Software, and therefore has no right, title or interest in it and you will comply throughout the Term with any license and/or other agreement ("Software License") with the supplier of the Software ("Software Supplier"). You are responsible for determining with the Supplier whether any Software Licenses are required, and entering into same with the Software Supplier, no later than 30 days after the Acceptance Date. YOU AGREE THE EQUIPMENT IS FOR YOUR LAWFUL BUSINESS USE IN THE UNITED STATES, WILL NOT BE USED FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES, AND IS NOT BEING ACQUIRED FOR RESALE. You will not attach the Equipment as a fixture to real estate or make any permanent alterations to it.

4. Non-Cancellable Agreement. THIS AGREEMENT CANNOT BE CANCELLED OR TERMINATED BY YOU PRIOR TO THE END OF THE INITIAL TERM. YOUR OBLIGATION TO MAKE ALL PAYMENTS IS ABSOLUTE AND UNCONDITIONAL AND NOT SUBJECT TO DELAY, REDUCTION, SET-OFF, DEFENSE, COUNTERCLAIM OR RECOURSE FOR ANY REASON WHATSOEVER, RESPECTIVE OF THE PERFORMANCE OF THE EQUIPMENT, SUPPLIER, ANY THIRD PARTY, OR XFS. Any pursued claim by you against XFS for alleged breach of our obligations hereunder shall be asserted solely in a separate action; provided, however, that your obligations hereunder shall continue undisturbed.

5. End of Agreement Options. If you are not in default and if you provide no greater than 150 days and no less than 60 days' prior written notice to XFS, you may, at the end of the Initial Term or any renewal term ("End Date"), either (a) purchase all, but not less than all, of the Equipment by paying its fair market value, as determined by XFS in its sole but reasonable discretion ("Determined FMV"), plus taxes, or (b) return the Equipment within 30 days of the End Date, at your expense, fully insured, to a continental US location XFS shall specify. You cannot return Equipment more than 30 days prior to the End Date without our consent. If we consent, we may charge you, in addition to all undisputed amounts due hereunder, an early termination fee. If you have not elected one of the above options, this Agreement shall renew for successive 3-month terms. Either party may terminate the Agreement as of the end of any 3-month renewal term on 30 days' prior written notice and by taking one of the actions identified in (a) or (b) in the preceding sentence of this section. Purchase options shall be exercised with respect to each item of Equipment on the day immediately following the date of expiration of the Term of such item, and by the delivery at such time by you to XFS of payment, in form acceptable to XFS, of the amount of the applicable purchase price. Upon payment of the applicable amount, XFS shall transfer our interest in the Equipment to you on an "AS IS, WHERE IS," "WITH ALL FAULTS" basis, without representation or warranty of any kind.

6. Equipment Return. If the Equipment is returned to XFS, it shall be in the same condition as when delivered to you, except for "ordinary wear and tear" and, if not in such condition, you will be liable for all expenses XFS incurs to return the Equipment to such condition. IT IS SOLELY YOUR RESPONSIBILITY TO SECURE ANY SENSITIVE DATA AND PERMANENTLY DELETE SUCH DATA FROM THE INTERNAL MEDIA STORAGE PRIOR TO RETURNING THE EQUIPMENT TO XFS. YOU SHALL HOLD XFS HARMLESS FROM YOUR FAILURE TO SECURE AND PERMANENTLY DELETE ALL SUCH CUSTOMER DATA AS OUTLINED IN THIS SECTION.

7. Equipment Delivery and Maintenance. You should arrange with Supplier to have the Equipment delivered to you at the location(s) specified herein, and you agree to execute a Delivery & Acceptance Certificate at XFS's request (and confirm same via telephone and/or electronically) confirming when you have received, inspected and irrevocably accepted the Equipment, and authorize XFS to fund Supplier for the Equipment. If you fail to accept the Equipment, you shall no longer have any obligations hereunder; however, you remain liable for any Equipment purchase order or other contract issued on your behalf directly with Supplier. Equipment may not be moved to another physical location without XFS's prior written consent, which shall not be unreasonably withheld or delayed. You agree that you will not take the Equipment out of service during the Term. You shall permit XFS or its agent to inspect Equipment and any maintenance records relating thereto during your normal business hours upon reasonable notice. You represent you have entered into a Maintenance Agreement to maintain the Equipment in good working order in accordance with the manufacturer's maintenance guidelines and to provide you with Equipment supplies. You acknowledge that XFS is acting solely as an administrator for Supplier with respect to the billing and collecting of the charges under any Maintenance Agreement. XFS IS NOT LIABLE FOR ANY BREACH BY SUPPLIER OF ANY OF ITS OBLIGATIONS TO YOU, NOR WILL ANY OF YOUR OBLIGATIONS HEREUNDER BE MODIFIED, RELEASED OR EXCUSED BY ANY ALLEGED BREACH BY SUPPLIER.

\$158/mo

\$1896 annually



MAINTENANCE AGREEMENT

ORDER PACKET ID

9017

Gary DeCote

-BILLING INFORMATION-

CONTACT NAME: Rawle Dummett
COMPANY NAME: Town Of Waterford
ADDRESS: 15 Rope Ferry Road
CITY: WATERFORD STATE: CT ZIP: 06385
EMAIL: rdummett@waterfordct.org

-METER INFORMATION-

METER CONTACT: Rawle Dummett
METER EMAIL: rdummett@waterfordct.org
METER PHONE: 860/440-0540

-SHIPPING INFORMATION-

CONTACT NAME: Rawle Dummett
COMPANY NAME: Town Of Waterford
ADDRESS: 15 Rope Ferry Road
CITY: WATERFORD STATE: CT ZIP: 06385
EMAIL: rdummett@waterfordct.org

-IT INFORMATION-

IT CONTACT:
IT PHONE:
IT EMAIL:

Xerox EQUIPMENT MODEL SERIAL
C8043

Maintenance and Supply

BASE CHARGE: see lease
BASE BILLED BY: CBS M
A S Q N*
B/W COPIES INCLUDED: 1,000
B/W PRINTS INCLUDED:
COLOR COPIES INCLUDED: 0
COLOR PRINTS INCLUDED:
PER COPY/RATES
OVERAGES BILLED 5 006 06 BILLED BY: CBS
A S Q M* BLACK COLOR BLACK COLOR
COPIES PRINTS
ADDITIONAL NOTES: COPY MINIMUM REQUIRED ON ALL 45 PHM MODELS AND LOWER
*A PRINT: COPY IS DEFINED AS STANDARD 8 1/2" x 11"

CONTRACT DATE TO.

FOR THE FIXED CHARGES THAT ARE SUBJECT TO THE TERMS SET FORTH IN THIS AGREEMENT, CONNECTICUT BUSINESS SYSTEMS' FIELD SERVICE DEPARTMENT WILL PROVIDE TECHNICAL REPAIR SERVICE IN ORDER TO MAINTAIN THE ABOVE "EQUIPMENT" IN PROPER OPERATING CONDITION

MAINTENANCE AND SUPPLY AGREEMENT COVERS CONSUMABLE ITEMS. BLACK AND COLOR TONER, WASTE TONER, DEVELOPER AND FUSER OIL. THIS EXCLUDES PAPER AND STAPLES. A PER MONTH PER MACHINE SUPPLY DELIVERY CHARGE APPLIES.

CUSTOMER ACKNOWLEDGES TO HAVE READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT WHICH ARE CONTAINED ON BOTH SIDES OF THIS DOCUMENT AND WHICH CONSTITUTES THE ENTIRE AGREEMENT BETWEEN BOTH PARTIES. THERE ARE NO ORAL UNDERSTANDINGS, TERMS OR CONDITIONS; AND THE PARTIES MAY NOT RELY UPON ANY REPRESENTATIONS, EXPRESSED OR IMPLIED, NOT CONTAINED IN THIS AGREEMENT. THIS AGREEMENT IS NOT VALID UNTIL ACCEPTED BY CONNECTICUT BUSINESS SYSTEMS, LLC

ALL NETWORK EQUIPMENT PLACEMENTS WILL BE EQUIPPED WITH THE CBS 360 APP FOR METER COLLECTION AT NO CHARGE. IF THE CBS 360 APP IS NOT INSTALLED, YOU WILL AGREE TO AN ADDITIONAL FEE OF \$25 PER MONTH FOR METER COLLECTION.

☒ OPT IN TO THE CBS 360 APP FOR METER COLLECTION. BY INITIALING THIS BOX YOU AGREE TO HAVE THE CBS 360 APP INSTALLED

SELLER: Connecticut Business Systems, LLC
ACCEPTED BY:
TITLE:
DATE:

CUSTOMER NAME: TOWN OF WATERFORD
ACCEPTED BY: Rawle Dummett
TITLE: Purchasing Agent
DATE: 11/20/19

* A = Annually S = Semi-annually Q = Quarterly M = Monthly

At this time, I decline Maintenance Agreement Coverage. Initials:



A XEROX™ Business Solutions Company

FILE COPY CONTRACT INVOICE

Invoice Number: IN2041070
Invoice Date: 10/20/2023
Account Number: T019-8
Balance Due: \$175.31

Bill To: TOWN OF WATERFORD
FINANCE OFFICE
15 ROPE FERRY ROAD
WATERFORD, CT 06385
USA

Customer: TOWN OF WATERFORD
15 ROPE FERRY ROAD
WATERFORD, CT 06385

Account No	Payment Terms	Due Date	Invoice Total	Balance Due
T019-8	Customer Net 30	11/19/2023	\$175.31	\$175.31
Invoice Remarks				

Contract Number	Contact	Contract Amount	P.O. Number	Start Date	Exp. Date
B-CN18616-01	DIANA WALL 860-444-5816	\$175.31		10/20/2020	1/19/2026
Contract Remarks					

COPIER ALLOWANCES : BLK-1000 CLR - 0 PER MONTH

Summary:

Contract base rate charge for this billing period	\$0.00
Contract overage charge for the 4/20/2023 to 10/19/2023 overage period	\$115.31 **
All inclusive supplies shipping charges	\$60.00
* See overage details below	\$175.31

Detail:

Equipment included under this contract

XER/XALC8045

Number	Serial Number	Base Adj.	Location
AC7770(0)	8TB627770	\$0.00	TOWN OF WATERFORD 15 ROPE FERRY ROAD WATERFORD, CT 06385 ASSESSORS DEPT

Meter Type	Meter Group	Begin Meter	End Meter	Total	Covered	Billable	Rate	Overage
CLR	CN18616-01-3032	6,271	7,066	795	0	795	0.079350	\$63.08
BLK	CN18616-01-3032	116,140	128,726	12,586	6,000	6,586	0.007930	\$52.23
								\$115.31

APPROVED

VENDOR# 842

PO# FY 24

USE PO Y N

AMOUNT # 10104-52040

AMOUNT \$175.31

SIGN Ba

DATE 10/25/23

Remit To:
Connecticut Business Systems
P.O. Box 936745
Atlanta GA 31193-6745
XO-842-0009

Invoice SubTotal	\$175.31
Tax:	\$0.00
Invoice Total	\$175.31
Balance Due:	\$175.31

Quality Data Service, Inc.

**121 Mattatuck Heights Rd
Waterbury, CT 06705**

www.QDS.biz

Budget Letter FY2024-25

Date	Letter/Quot...
11/29/2023	2020E7486

Name / Address

**Waterford Assessor
Town Hall
15 Rope Ferry Rd.
Waterford, CT 06385**

Ship To/Bill To

<u>Description of Services</u>	<u>Est Qty</u>	<u>Total</u>
Software Services		
Annual Software Support Fee - Assessor Software	1	6,550.00
Annual Subscription Fee - Personal Property CAMA	1	2,275.00
Annual Subscription Fee - QDS Hosted Personal Property	1	350.00
Declaration Form		
DRaaS - Disaster recovery as a service	84	516.60
Double Sided laser Printing & Indexing of Grand List - Regular	4	2,100.00
Permanently Binding Grand List Book(s) - Regular List	4	340.00
Double Sided laser Printing & Indexing of Grand List - MVS	1	525.00
Permanently Binding Grand List Book(s) - MVS	1	85.00
Assessor Annual Cost of Services; Maintenance of Town FTP (File Transfer Protocol) Folder	1	575.00
Subtotal		13,316.60
PP Declarations - Printing and Mailing Services		
Printing, processing, and nesting personal property online letters.	1,350	378.00
#10 Window Mailing Envelopes 24# WW - 1 sided	1,400	90.00
CASI certify File	1	85.00
1st Class Postage - CASS Certified Rates	1,350	675.00
Subtotal		1,228.00
Subtotal CONTACTUAL SERVICES		14,544.60

		Grand Total	
Contact	Finance Dept		
e-mail	leo@qds.biz		
Phone #	2037559031	Ext 6555	
Leo DiNicola, CFO - 203-910-2316 (c)		Customer Acceptance Signature: _____ Print Name and Title: _____ Customer Acceptance Date: _____	

PO #:

Signature represents agreement to our Terms & Conditions:

Page 1
<https://www.bridgesinmath.org/asset/160703080Rz18DJA0SL5FXGdA?c=3EnWU>



STATE OF CONNECTICUT
DEPARTMENT OF MOTOR VEHICLES
60 State Street, Wethersfield, CT 06161
ct.gov/dmv (860) 263-5700



FILE COPY

Invoice

BILL TO
Waterford (ASSESSOR) 15 Rope Ferry Rd Waterford, Ct 06385

DATE	INVOICE #
5/30/2023	4204

DUE DATE
7/7/2023

DESCRIPTION	QTY	AMOUNT
-- PAYMENT DUE UPON RECEIPT --		
PERIOD COVERED: 7/01/23 TO 06/30/24		
YEARLY BILL FOR ONLINE ACCESS TO MOTOR VEHICLE INFORMATION. (DMV DIRECT PROGRAM)	1	250.00
* YOU ARE RESPONSIBLE FOR PAYMENT UNTIL YOU WITHDRAW FROM THE PROGRAM OR YOU HAVE BEEN NOTIFIED OF TERMINATION BY DMV		
PLEASE CONTACT THE FISCAL OFFICE AT 860-263-5269 WITH ANY QUESTIONS.		
PLEASE REMIT THE TOTAL DUE TO:		
DEPARTMENT OF MOTOR VEHICLES 3RD FLOOR/FISCAL SERVICES RM 327 60 STATE STREET WETHERSFIELD, CT 06161		

APPROVED
VENDOR# 63
PO# FY 24
CLC TO Y N
ACC # 10104-52030
AMC \$250-
SIGN [Signature]
DATE 6/6/23

Please return one copy of invoice with payment.	Total	\$250.00
	Payments/Credits	\$0.00
	Balance Due	\$250.00

Monthly Postage
Assessor's Office

Assessor's Office	Metered Mail	# items	BAA	Metered Mail	# items
FY23 Postage			FY 23 Postage		
Jul-22	34.27	64	0	0	
Aug-22	70.83	123	0	0	
Sep-22	30.36	52	0	0	
Oct-22	12.45	21	0	0	
Nov-22	12.10	20	0	0	
Dec-22	101.23	177	0	0	
Jan-23	115.50	192	0	0	
Feb-23	1394.80	2324	0	0	
Mar-23	143.04	238	84.60	141	
Apr-23	152.76	218	85.08	141	
May-23	29.13	36	18.12	29	
Jun-23	14.59	12	14.40	24	
Total Postage	\$ 2,111.06	3477	\$ 202.20	335	
FY 24 Postage			FY 24 Postage		
Jul-23	6.84	11	12.15	19	
Aug-23	21.03	33	0.63	1	
Sep-23	25.20	38	5.04	8	
Oct-23	19.23	29	0	0	
Nov-23	13.20	20	0	0	
Total Postage	\$ 85.50	131	\$ 17.82	28	

The Day

THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D140217	EAST LYME ASSESSORS	09/01/23-09/30/23

CLIENT	PAGE NUMBER	DUE DATE
	Page 1 of 1	10/30/2023

Current	Over 30 Days	Over 60 Days	Total Balance
\$927.80	\$0.00	\$0.00	\$927.80

EAST LYME ASSESSORS
PO BOX 519
NIANTIC, CT 06357
United States

FILE COPY

MAKE CHECKS PAYABLE TO
DAY PUBLISHING COMPANY
Include your account # on
your check remittance

STATEMENT NUMBER
40872
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
09/30/23	10/1/2023 Grand List	CPNW, DAY, DCW	d01065886 10/1/2023 Grand List	3 col X 83 Lines	\$927.80

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
09/01/23-09/30/23	D140217	EAST LYME ASSESSORS	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$927.80	\$0.00	\$0.00	\$927.80

Advertising

Reimbursed to
E.L. For Fall Legal Ad

OK to pay DV
10/11/23

we get reimbursed
by 3 other towns
our share is 1/4
APPROVED

Lyme
Old Lyme
Waterford

VENDOR# 724
PO# FY 2024
CLOSE PO Y N
ACCOUNT # 10104-52010
AMOUNT \$231.95
SIGN [Signature]
DATE 10/12/2023

Paige Walton

From: Diane Vitagliano <dvitagliano@eltownhall.com>
Sent: Wednesday, October 11, 2023 11:27 AM
To: Melinda R. Kronfeld; Paige Walton; ASSESSOR@TOWNLINE.ORG
Subject: JOINT TOWN ADD

**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 Paige and Melinda,

Hope everyone is doing well during this busy season. Attached is the invoice for our joint add with the tear sheet from the paper. Each share is \$231.95

Thanks

Diane Vitagliano

Diane Vitagliano, CCMA II, MBA | Assessor

Phone: 860-691-4107
Email: dvitagliano@eltownhall.com
Address: Town of East Lyme
108 Pennsylvania Avenue
Niantic, CT 06357

www.eltownhall.com



Legal Notice

**Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, CT
Filing of Tax Lists for 10/1/2023 Grand List**

The Towns of EAST LYME, LYME, OLD LYME AND WATERFORD, having separately complied with Section (B), (D), and (H) of Section 12-41 of the Connecticut General Statutes, notes that it is not necessary for persons liable for taxes on Real Estate or Automobiles actively registered with the Connecticut Department of Motor Vehicles, to file tax lists with the Assessor annually as covered under Connecticut General Statute Section 12-42.

Personal Property: All owners of tangible personal property except registered Motor Vehicles are required by Connecticut General Statutes to file with the Assessor, annually during the month of October, a listing of such business property. This property includes but is not limited to the following: Machinery, Equipment, Furniture and Fixtures etc. used in a business.

Failure to file: Section 12-42 of the Connecticut General Statutes requires the Assessor to file a listing for those who fail to file or file late and add a 25% penalty to the listing.

Please note the following:

Veterans: Veterans of any war period so declared in Section 12-81, Subsection 19 of the Connecticut General Statutes, having not previously filed for exemption within their Town, must provide an original or certified copy of the Honorable Discharge, or similar, to the Town Clerk prior to October 1, 2023.

Disabled Veterans: Veterans claiming disability exemptions for the first time must submit proof from the Veterans Administration to the Assessor before the BAA completes its duties stating the percentage of disability in order to receive the proper amount of exemption on the 2023 Grand List. All others need only file if their percentage of disability changed since 10/1/2022.

Disabled Veterans Aged 65 or Older: If you are receiving additional exemptions due to a veteran's disability, you may be entitled to an additional exemption equivalent to the 100% disability rating. If you qualify and are not receiving such exemption, provide proof of age to the Assessor.

Totally Disabled: Under certain circumstances, residents who are receiving permanent disability benefits under the Social Security or certain other qualifying programs, may be entitled to receive a \$1,000 property exemption upon submission of qualifying proof of such disability to the Assessor (as per section 12-81 subsection 55, CGS). Claims must be filed during the assessment period.

Blind: Proof of legal blindness, as defined in Section 12-92 of the Connecticut General Statutes, if not previously filed and allowed, must be submitted to the Assessor during the assessment period for consideration on the 10/1/2023 Grand List.

Farmers: Applications for exemption on farm machinery must be filed with the Assessor by October 31, 2023.

Farm, Forest: Owners of Real Estate qualified under various subsections of 12-107 of the Connecticut General Statutes, applying for relief under provisions of this statute, must make application to the Assessor between September 1, 2023 and October 31, 2023 for the 10/1/2023 Grand List. Contact the Assessor's office for details.

Local Option Exemption: Under EAST LYME, OLD LYME AND WATERFORD Town Ordinances, a local exemption is available to owners of certain private vehicles specially equipped for the transportation of the handicapped. Details are available from the Assessor's office.

Local Option Veteran Program: Under EAST LYME, OLD LYME AND WATERFORD Town Ordinances, an additional veteran's exemption may be available to qualifying Veterans. Details are available from the Assessor's office.

For the purpose of fulfilling the above obligations:

East Lyme: The Assessor's Office is open at the Town Hall, 108 Pennsylvania Avenue, Niantic, CT from 8:00 A.M. to 5:00 P.M., Monday-Thursday, 8:00 A.M. to 11:30 A.M. Fridays except legal holidays.

Nicole Serra

From: Brandishea Moses
Sent: Friday, March 31, 2023 9:30 AM
To: Nicole Serra
Cc: Paige Walton
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,

Public printers that collect any type of revenue are not covered under the town supply line. So this would need to be covered in the line account you have provided to me 10104-53020.

Thank you. The total will be around \$133.

Shea Moses
Purchasing Agent
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385
bmoses@waterfordct.org
860.444.5842
860.440.0579 (fax)



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: Nicole Serra <nserra@waterfordct.org>
Sent: Thursday, March 30, 2023 10:09 AM
To: Brandishea Moses <bmoses@waterfordct.org>
Cc: Paige Walton <pwalton@waterfordct.org>
Subject: RE: HP Laser Jet Pro Toner Cartridge Replacement

Good morning,

I was under the impression that as an office supply that is offered to the public, this might be covered under the Town's general supply budget. If I am incorrect, we can take it out of our OTHER SUPPLIES line item- 10104-53020. This account only has \$80.65 in it currently so we would have to transfer money over to cover the expense.

Thanks,

Nicole Serra

Assistant Assessor
Town of Waterford
(860)-444-5821
nserra@waterfordct.org

Staples 45" x 53" Rectangular Chair Mat w/Lip for Flat Pile Carpet, Vinyl (20239-CC)

3.6 ★★★★★ 567 Reviews
5 Questions

\$50.99

- ☒ Delivered FREE by Fri, Dec 01 to Ashburn, VA 
- ☐ 1-Hour pick up

Quantity

Add to cart

 Share  Compare  Add to list

Pay in 4 interest-free payments of \$12.75 with **PayPal** [Learn more](#)

Consider this similar product

Staples 45" x 53" Rectangular Hard Floor Chair Mat w/Lip, Clear (20231-CC)

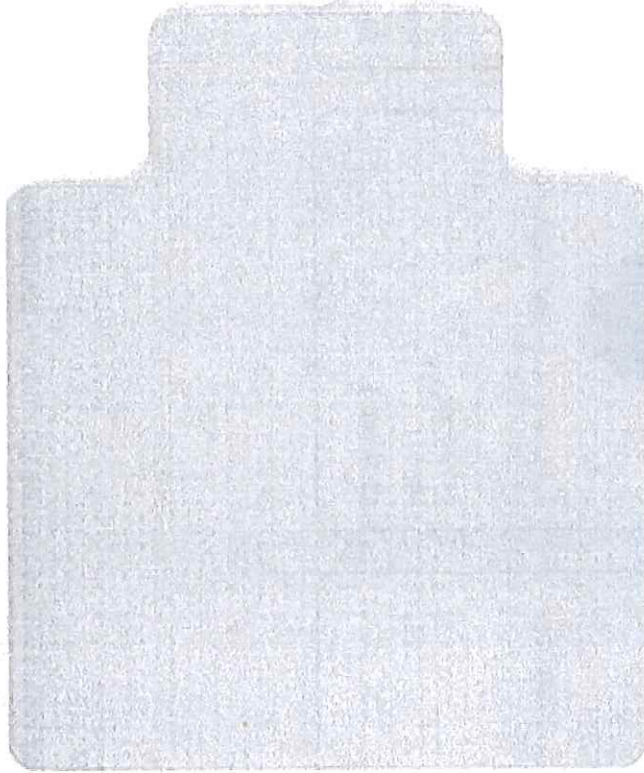
4 ★★★★★

\$72.39



Add

 Selling Fast! Last sold 27 minutes ago



Highlights [View full product details](#)

- Lip shape for extended under desk coverage, 45"W x 53"L
- Made with clear vinyl to allow the beauty of your floors to show through
- Rounded AnchorBar cleats (studs) that are gentle on carpets and hands (no sharp spikes)

Aegis - Compatible Labels Replacement for DYMO 30324 (2-1/8" X 2-3/4") Diskette Media & Veterinary - Use with Labelwriter 450, 450 Turbo, 4XL Printers (12 Rolls)

Visit the Aegis Adhesives Store

4.6 ★★★★★ ☆☆☆ 616 ratings | Search reviews and Q&A

Price: \$31.26 (\$0.01 / Count)

Size: 2 1/8" X 2 3/4" - 30324

1" X 1" - 30332
\$21.90
(\$0.00 / Count)

1/2" X 1" - 30333
\$19.90
(\$0.00 / Count)

2 1/8" X 2 3/4" - 30324
\$32.90
(\$0.01 / Count)

4" X 6" - 1744907
\$25.50
(\$0.03 / Count)

Color

White

Size

2 1/8" X 2 3/4" - 30324

Material

Paper

Brand

Aegis Adhesives

Finish Type

Adhesive

About this item

- 2 1/8" X 2-3/4" Direct Thermal Labels - Non-OEM Replacement for DYMO 30324 Large Multipurpose Media Labels - Compatible with Labelwriter Printers - 1" Core, 12 Rolls / Case & 320 Labels / Roll.
- Quality - Our Priority: Smudge-Free & Fade-Resistant Labels. Print darker and sharper content on labels that permanently adhere to virtually any surface. Perfect size for veterinary & pharmacy prescription labels.
- Jam-Free, Headache-Free: Avoid time-consuming printer issues such as label jams and misfeeds. Aegis Adhesive labels follow extremely strict QC guidelines.
- Compatible with 400/300 Series DYMO Labelwriter Machines: DYMO Labelwriter 450 450 Turbo

prime

Enjoy fast, **FREE** delivery, exclusive deals and award-winning movies & TV shows with Prime

Try Prime and start saving today with Fast, **FREE** Delivery

Delivery

Pickup

One-time purchase:
\$32.90 (\$0.01 / Count)

FREE delivery: Monday, Oct 2 on orders over \$35.00 shipped by Amazon.

Ships from: Amazon
Sold by: Shipp'd Inc

Subscribe & Save:

5% 10%
\$31.26 (\$0.01 / Count)

Save 5% now and up to 10% on repeat deliveries.

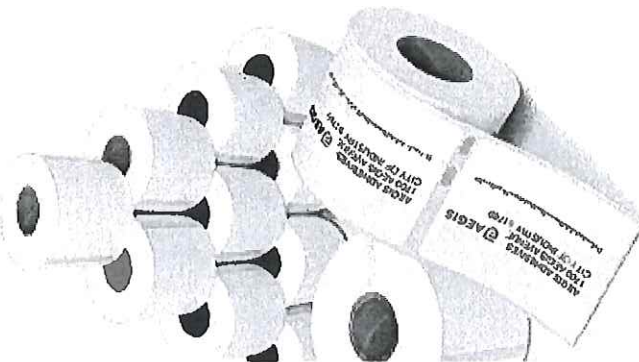
- No fees
- Cancel anytime
- Learn more

Get it Monday, Oct 2

In Stock

Qty: 1 v

Deliver over



Roll over image to zoom in

 In Demand! 9 sold in the last 48 hrs

Staples Plastic Document Stand with Clip & Guide Bar, Black (ST61704-CC)

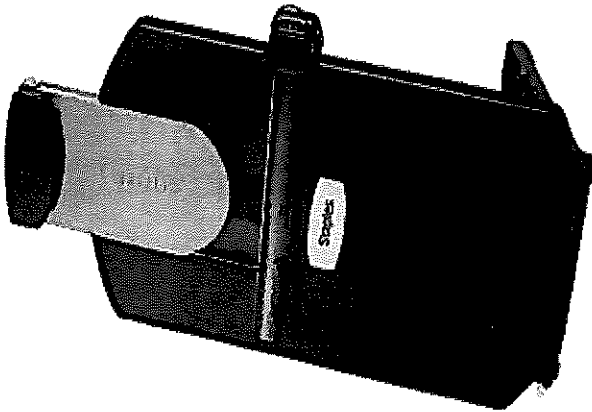
4.2      580 Reviews 2 Questions

\$14.99

X3

☐ Delivered by Fri, Sep 29 to Boston, MA 

☐ 1-Hour pick up



Quantity
1 

Add to cart

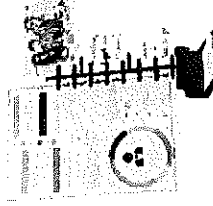
 Share  Compare  Add to list

Consider this similar product

NoteTower Desktop Pro Plastic Document Stand with Teeth & Guide Bar, Black (NTR300-1)

5     

\$23.89



1  Add

Product details

Details Specifications

     Reviews

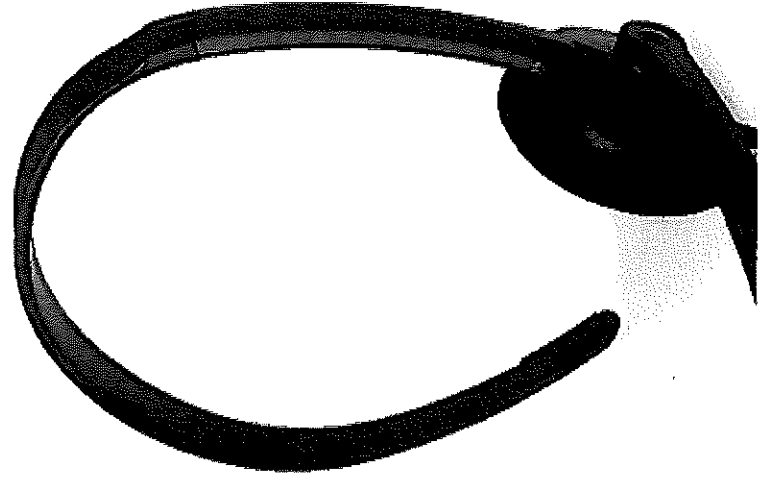
Q&A

 In Demand! 14 sold in the last 48 hrs

Verbatim Mono Headset, Over-the-Head, Black (70722)

5 ★★★★★ 1 Review 2 Questions

\$13.49



Wired Connector Type

USB-A 3.5mm

Audio Output

Stereo Mono

☒ Delivered by Fri, Sep 29 to Boston, MA

☐ Ship to store

Quantity 1

Add to cart

Staples 3-Hole Punch, 15 Sheet Capacity, Black/Silver (26639)

4 ★★★★★ 688 Reviews 3 Questions

\$15.19

☒ Delivered by Fri, Sep 29 to Boston, MA

☐ 1-Hour pick up

Quantity

1

Add to cart

Share Compare Add to list

Consider this similar product

Staples One-Touch 3-Hole Punch, 30 Sheet Capacity, Black (26614)

4.5 ★★★★★



Details

Specifications

Reviews

Q&A



Shop for powerful ASUS laptops at incredible prices!

Shop now

Powered by up to
Intel® Core™ i7 processor

CORE

[← Back](#)[Home](#) > [Furniture](#)> [Chairs & Seating](#)> [Accent & Waiting Room Chairs](#)

> Item #: 2491281, Model #: B9540DW-SG

> More from [Boss Office Products Reception & Waiting Room Chairs](#)**Boss Fabric Guest Chair, Slate Grey (B9540DW-SG)** [Feedback](#)4 ★★★★★ [2 Reviews](#)[4 Questions](#)**\$133.99**☒ **Delivered by Thu, Dec 07**

to Ashburn, VA

Handling Fee applies

☐ Ship to store

Quantity

1

Add to cart

Share Compare Add to list

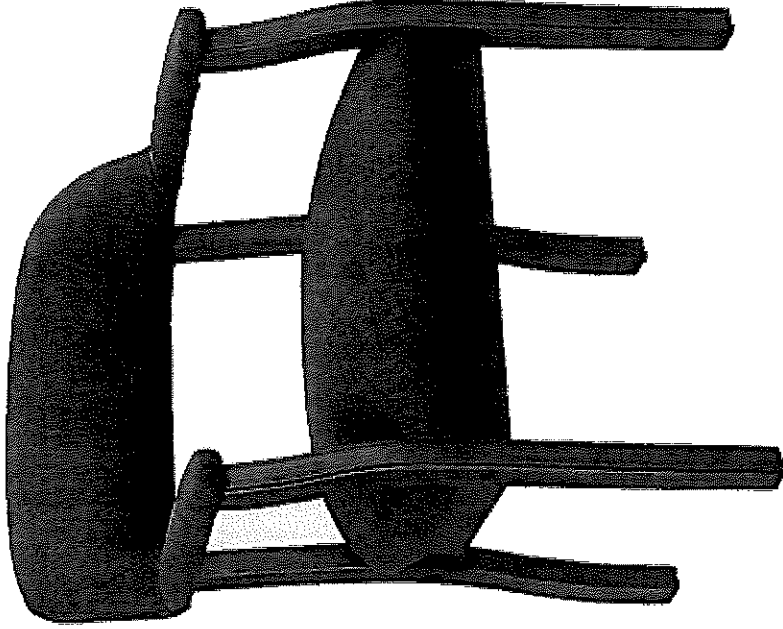
Pay in 4 interest-free payments of \$33.50 with **PayPal** [Learn more](#)**Assembly** [Learn more](#)

No assembly

Assembly \$59.29

**Protect your purchase**

Tech help available for set-up & troubleshooting. If something happens that we can't repair it, we'll replace or reimburse you.

**Highlights** [View full product details](#)**MATERIAL**
Fabric**WEIGHT CAPACITY**
275 lbs**Full Assembly Required**https://www.staples.com/Boss-Modern-Captain-s-Chair-in-Slate-Grade-Commercial-Grade-Linen-B9540DW-SG/product_2491281

**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: Assessor's Office

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	432	455	445	129	450	\$ 5.00
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						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 432.00	\$ 455.00	\$ 445.00	\$ 129.00	\$ 450.00	\$ 5.00

**TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET**

DEPT/AGENCY: 10143 ETHICS 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
PERSONNEL COSTS							
51210	CLERICAL/TECHNICAL	232	600			600	600
51920	F.I.C.A	18	50			50	50
	SUBTOTAL	250	650	0	0	650	650
SERVICES							
52020	POSTAGE	0	0			0	0
52030	PROFESSIONAL FEES	0	200			200	200
52070	REIMBURSABLE EXPENSE	0	0			0	0
	SUBTOTAL	0	200	0	0	200	200
MATERIALS & SUPPLIES							
53010	OFFICE SUPPLIES	0	50			50	50
	SUBTOTAL	0	50	0	0	50	50
DEPARTMENT TOTAL		250	900	0	0	900	900

BUDGET FUNCTION

2.50.040 - Establishment of an ethics commission.

In accordance with the provision of Section 7-148h of the Connecticut General Statutes there is created an ethics commission. This commission is empowered to investigate or to cause to be investigated allegations levied against any town board, agency, commission, committee, official or employee of unethical conduct, corrupting influence, or illegal activities. Allegations of criminal misconduct or violations of the state penal code shall be referred to the police department or State Attorney's office whenever such allegations come to the attention of the commission, whether upon receipt of a complaint or during the course of an investigation. Notwithstanding provisions herein to the contrary, established internal complaint procedures of any town board, agency, commission or committee, as such procedures may be amended, shall take precedence over the procedures established herein as to allegations levied against any town employee of such board or commission. Complaints which fall under the purview of an established complaint procedure of an agency shall be referred to that agency for disposition. The commission may issue subpoenas or subpoenas duces tecum, enforceable upon application to the superior court, to compel the attendance of persons at hearings and the production of books, documents, records and papers. The commission shall not initiate investigations on its own volition.

The financial needs of the commission shall be funded in the same manner as other Town funded boards and commissions. The commission shall receive no compensation for their services as such, but shall be reimbursed for their necessary expenses incurred in the performance of their duties.

Funding for the commission is comprised of clerical services (plus fringe benefits), operating services, and office supplies.

TOWN OF WATERFORD FY2025 BUDGET REQUEST ETHICS COMMISSION (10143)

BUDGET SUMMARY

The total budget request for FY25 is \$8900. This request represents a 0% increase over FY24. This allows for no expenses associated with complaints requiring the issuance or filing of any legal actions, as described above; additional supplies needed to service such complaints; legal services beyond those provided by the Town Attorney; or other unanticipated expenses associated with such complaints. At present, there are no complaints before the Commission.

10143-51210 Clerical and Technical**(\$600)**

The recording secretary attends regularly-scheduled and special meetings as necessary. She prepares agendas, takes minutes and maintains the commission's files. The position is paid hourly and is budgeted at .55 hours per week for 52.5 weeks.

10143-51920 FICA**(\$50)**

Employer's share of social security and Medicare taxes is paid at the mandated rate of 7.65% of gross wages.

10143-52030 PROFESSIONAL FEES**(\$200)**

Minor expenses associated with complaints requiring the issuance or filing of any legal actions, as described above; professional legal services beyond those provided by the Town Attorney; or other unanticipated expenses associated with such complaints.

10143-51920 OFFICE SUPPLIES**(\$50)**

Supplies needed to service complaints or legal actions that may arise from complaints.

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10141 FLOOD & EROSION CONTROL BD.

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						
51210	CLERICAL/TECHNICAL	392	760			500
51920	F.I.C.A	30	58			39
	SUBTOTAL	422	818	0	0	539
SERVICES						
52010	ADVERTISING	0	300			100
52020	POSTAGE	0	25			25
52030	PROFESSIONAL FEES	0	950			400
52070	REIMBURSABLE EXPENSE	0	20			20
	SUBTOTAL	0	1,295	0	0	545
MATERIALS & SUPPLIES						
53020	OTHER SUPPLIES	0	25			25
	SUBTOTAL	0	25	0	0	25
DEPARTMENT TOTAL		422	2,138	0	0	1,109

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13

ORIGINAL APPROP	TRANS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10141 FLOOD AND EROSION CONTROL						
51210 CLERICAL AND TECHNICAL						
10141 51210	CLERICAL AND TECHNICAL 0.00	760.00	225.69	0.00	534.31	29.7%
51920 F.I.C.A.						
10141 51920	F.I.C.A. 58.00	58.00	17.27	0.00	40.73	29.8%
52010 ADVERTISING						
10141 52010	ADVERTISING 300.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE						
10141 52020	POSTAGE 25.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES						
10141 52030	PROFESSIONAL FEES 950.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES						
10141 52070	REIMBURSABLE EXPENSES 20.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES						
10141 53020	OTHER SUPPLIES 25.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2024 13						
ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CON BD 2,138.00	0.00	2,138.00	242.96	0.00	1,895.04	11.4%
TOTAL GENERAL FUND 2,138.00	0.00	2,138.00	242.96	0.00	1,895.04	11.4%
TOTAL EXPENSES 2,138.00	0.00	2,138.00	242.96	0.00	1,895.04	
GRAND TOTAL 2,138.00	0.00	2,138.00	242.96	0.00	1,895.04	11.4%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ORIGINAL APPROP TRANS/ADJSMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET % USED

1001 GENERAL FUND

10141 FLOOD AND EROSION CONTROL

51210 CLERICAL AND TECHNICAL

10141 51210	760.00	CLERICAL AND TECHNICAL 0.00	760.00	391.52	0.00	368.48	51.5%
-------------	--------	--------------------------------	--------	--------	------	--------	-------

51920 F.I.C.A.

10141 51920	58.00	F.I.C.A.	58.00	29.96	0.00	28.04	51.7%
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52010 ADVERTISING

10141 52010	300.00	ADVERTISING	300.00	0.00	0.00	300.00	.0%
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52020 POSTAGE

10141 52020	25.00	POSTAGE	25.00	0.00	0.00	25.00	.0%
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52030 PROFESSIONAL FEES

10141 52030	950.00	PROFESSIONAL FEES 0.00	950.00	0.00	0.00	950.00	.0%
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52070 REIMBURSABLE EXPENSES

10141 52070	20.00	REIMBURSABLE EXPENSES 0.00	20.00	0.00	0.00	20.00	.0%
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53020 OTHER SUPPLIES

10141 53020	25.00	OTHER SUPPLIES 0.00	25.00	0.00	0.00	25.00	.0%
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Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

ORIGINAL APPROP	TRANS/ADJSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CON BD	0.00	2,138.00	421.48	0.00	1,716.52	19.7%
TOTAL GENERAL FUND	0.00	2,138.00	421.48	0.00	1,716.52	19.7%
TOTAL EXPENSES	0.00	2,138.00	421.48	0.00	1,716.52	
GRAND TOTAL	0.00	2,138.00	421.48	0.00	1,716.52	19.7%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2022 13

	ORIGINAL APPROP	TRANS/ADJ SMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND							
10141 FLOOD AND EROSION CONTROL							
51210 CLERICAL AND TECHNICAL							
10141 51210	760.00	CLERICAL AND TECHNICAL 0.00	760.00	445.64	0.00	314.36	58.6%
51920 F.I.C.A.							
10141 51920	58.00	F.I.C.A. 0.00	58.00	34.10	0.00	23.90	58.8%
52010 ADVERTISING							
10141 52010	300.00	ADVERTISING 0.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE							
10141 52020	25.00	POSTAGE 0.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES							
10141 52030	950.00	PROFESSIONAL FEES 0.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES							
10141 52070	20.00	REIMBURSABLE EXPENSES 0.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES							
10141 53020	25.00	OTHER SUPPLIES 0.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2022 13						
ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CONTROL	0.00	2,138.00	479.74	0.00	1,658.26	22.4%
TOTAL GENERAL FUND	0.00	2,138.00	479.74	0.00	1,658.26	22.4%
TOTAL EXPENSES	0.00	2,138.00	479.74	0.00	1,658.26	
GRAND TOTAL	0.00	2,138.00	479.74	0.00	1,658.26	22.4%

** END OF REPORT - Generated by Kimberly Allen **

Town of Waterford, CT

YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ORIGINAL APPROP	TRANS/ADJUSTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND						
10141 FLOOD AND EROSION CONTROL						
51210 CLERICAL AND TECHNICAL						
10141 51210	CLERICAL AND TECHNICAL 0.00	760.00	373.54	0.00	386.46	49.2%
51920 F.I.C.A.						
10141 51920	F.I.C.A. 58.00	58.00	28.58	0.00	29.42	49.3%
52010 ADVERTISING						
10141 52010	ADVERTISING 300.00	300.00	0.00	0.00	300.00	.0%
52020 POSTAGE						
10141 52020	POSTAGE 25.00	25.00	0.00	0.00	25.00	.0%
52030 PROFESSIONAL FEES						
10141 52030	PROFESSIONAL FEES 950.00	950.00	0.00	0.00	950.00	.0%
52070 REIMBURSABLE EXPENSES						
10141 52070	REIMBURSABLE EXPENSES 20.00	20.00	0.00	0.00	20.00	.0%
53020 OTHER SUPPLIES						
10141 53020	OTHER SUPPLIES 25.00	25.00	0.00	0.00	25.00	.0%

Town of Waterford, CT



YEAR-TO-DATE BUDGET REPORT

FOR 2021 13

ORIGINAL APPROP	TRANS/ADJSMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
TOTAL FLOOD AND EROSION CONTROL	0.00	2,138.00	402.12	0.00	1,735.88	18.8%
TOTAL GENERAL FUND	0.00	2,138.00	402.12	0.00	1,735.88	18.8%
TOTAL EXPENSES	0.00	2,138.00	402.12	0.00	1,735.88	
GRAND TOTAL	0.00	2,138.00	402.12	0.00	1,735.88	18.8%

** END OF REPORT - Generated by Kimberly Allen **

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMM.

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/COMIM (11/9/23)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	0	500		0	500	500	0	0.00%
52020	POSTAGE	5	0		0	0	0	0	0.00%
52030	PROFESSIONAL FEES	7,500	15,000		0	8,000	8,000	(7,000)	-46.67%
52050	DUES, CONF. & EDUC.	8,508	11,647		0	16,467	16,467	4,820	41.38%
52060	PRINTING	0	200		0	200	200	0	0.00%
52070	REIMBURSABLE EXPENSES	383	100		0	100	100	0	0.00%
	SUBTOTAL	16,396	27,447	0	0	25,267	25,267	(2,180)	-7.94%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	0	0		0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	16,396	27,447	0	0	25,267	25,267	(2,180)	-7.94%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET FUNCTION

The Economic Development Commission's purpose is to support and grow Waterford's economy. The Commission is empowered by Town Ordinance and State Statutes to serve as a platform to coordinate activities and groups that work in support of economic development. Broad responsibilities the Commission may undertake include market analysis, business recruitment and retention, marketing the Town, and recommending actions that the Town can take to meet its development goals.

The proposed FY25 EDC budget reflects an 8% decrease over FY24. The Commission voted to continue to ensure that it has the resources to better support Waterford's economic development efforts. Key elements of the budget request include the need for specialized professional services, effective marketing, and targeted networking.

MEMBERS

Edward Lusher, Chair
Guy Russo
Edward Aledia
Michael Buscetto III
Kathleen Mullen – Kohl

ALTERNATES

Julie Greco
Catherine Lynn Gonyo

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Economic Development Commission

BUDGET SUMMARY

ECONOMIC DEVELOPMENT COMMISSION: Proposed Fiscal Year 2025

SERVICES:	
10113-52010-101-010-13-00-52 ADVERTISING	\$500
10113-52020-101-010-13-00-52 POSTAGE	\$0
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	\$8,000
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCAT	\$16,467
10113-52060-101-010-13-00-52 PRINTING	\$200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	\$100
TOTAL	\$25,267

Advertising Line 10113-52010

\$500 Requested

The EDC will advertise via print, digital, and social media platforms. Projects such as the upcoming small business grants, creation of an economic development strategy for the Town, and marketing to attract businesses and residents would be paid from this line.

Professional Fees Line 10113-52030

\$8,000 Requested

In FY24, the EDC received funds to hire a consultant to assist the Commission in drafting an Economic Development Strategy. The Strategy will include goals and actions necessary to support economic growth in Waterford and outline the Commission's action plan for upcoming years. It is anticipated that implementation efforts will include the need to hire professionals on a limited basis. Examples of projects for which funding needs are anticipated are graphic design, for branding and marketing materials, social media content and two meetings with the Strategy consultant to review the Commission's progress.

Dues, Conferences and Education Line 10113-52050

\$16,467 Requested

The EDC maintains membership with the Southeastern CT Enterprise Region (SeCTer) for the Town. SeCTer provides access to regional economic data and project support. The Commission also maintains memberships with professional organizations for the purposes of implementing and maintaining effective economic development programs. Members attend educational and networking events whenever possible.

Southeastern CT Enterprise Region (seCTer) \$ 8,807

SeCTer provides the Town with regional business information, regional promotion, and educational resources.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Economic Development Commission

Chamber of Commerce of Southeastern CT\$ 220

Promotes local networking, facilitates communication & collaboration

CT Economic Development Association (CEDAS)\$ 150

Economic development expertise, educational seminars & forums

Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars\$ 400

International Council of Shopping Centers (ICSC) Conference Attendance..... \$6,890

ICSC is a member organization supporting retail, dining, entertainment, and other marketplace industries. The organization provides industry insights and networking opportunities to support development initiatives. The Economic Development Commission recommends that two representatives from Waterford be funded to attend an International Council of Shopping Centers (ICSC) in New York to make connections and promote commercial development opportunities in Waterford to industry leaders.

Printing Line 10113-52060

\$200 Requested

This line will cover the cost of materials related to Economic Development Strategy implementation, such as drafts of graphic designs or similar items that will require Commission review.

Reimbursable Expenses Line 10113-52070

\$100 Requested

EDC members on occasion pay out of pocket for expenses associated with travel to seminars and business meetings. This line item provides for the reimbursement of funds expended by EDC members in providing services to the Town.

TOWN OF WATERFORD FY2025 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Economic Development Commission FOR THE FIVE YEARS ENDED JUNE 30, 2023

	FY2023 ORIGINAL	FY2023 ACTUAL	FY2022 ORIGINAL	FY2022 ACTUAL	FY2021 ORIGINAL	FY2021 ACTUAL	FY2020 ORIGINAL	FY2020 ACTUAL	FY2019 ORIGINAL	FY2019 ACTUAL
ECONOMIC DEVELOPMENT COMMISSION:										
SERVICES:										
10113-52010-101-010-13-00-52 ADVERTISING	1,000	0	425	0	425	0	425	0	425	0
10113-52020-101-010-13-00-52 POSTAGE	0	5	0	0	0	0	200	0	200	0
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	16,000	7,500	1,500	1,372	0	0	0	0	0	0
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCAT	10,071	8,508	7,851	7,103	7,851	7,043	8,223	6,831	8,307	7,050
10113-52060-101-010-13-00-52 PRINTING	200	0	150	0	150	0	300	0	300	0
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	200	383	0	0	150	0	150	0	150	0
Total SERVICES	27,471	16,396	9,926	8,475	8,576	7,043	9,298	6,831	9,382	7,050



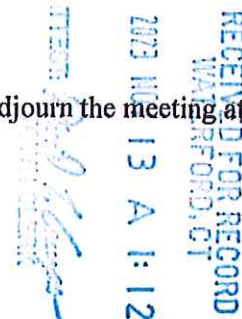
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
November 9, 2023
WATERFORD TOWN HALL – LOUISE T. APPLEBY ROOM
5:00 PM

MEMBERS PRESENT: Edward Lusher, Chairman, Guy Russo, Kathleen Mullen-Kohl, Michael Buscetto
MEMBERS ABSENT: Edward Aledia
ALTERNATES PRESENT: Julie Greco, Cathy Gonyo
STAFF PRESENT: Jonathan E. Mullen, AICP, Planning Director, Mark Wujtewicz, Planner, Dawn Choisy, Recording Secretary

1. **CALL TO ORDER/APPOINTMENT OF ALTERNATES**
The meeting was called to order at 5:02 pm. Julie Greco was seated for Edward Aledia.
2. **APPROVAL OF MINUTES – September 14, 2023 meeting**
MOTION: Motion made by J. Greco, seconded by K. Mullen-Kohl, to approve the minutes of the October 12, 2023 meeting.
VOTE: 5-0
3. **REVIEW OF DRAFT RFP FOR ECONOMIC DEVELOPMENT STRATEGY**
J. Mullen stated that there have been no changes to the draft presented at the previous meeting, and the document will be forwarded to the Town's Purchasing Agent.
4. **REVIEW OF FY2025 PROPOSED BUDGET**
MOTION: Motion made by G. Russo, seconded by K. Mullen-Kohl, to approve the FY2025 Budget as drafted.
VOTE: 5-0
5. **REVIEW OF 2022/2023 ANNUAL REPORT**
MOTION: Motion made by J. Greco, seconded by G. Russo, to approve the 2022/2023 Annual Report as drafted.
VOTE: 5-0
6. **REVIEW OF DRAFT 2024 MEETING SCHEDULE**
MOTION: Motion made by G. Russo, seconded by K. Mullen-Kohl, to approve the 2024 meeting schedule as drafted.
VOTE: 5-0
7. **ADJOURNMENT**
MOTION: Motion made by K. Mullen-Kohl, seconded by J. Greco, to adjourn the meeting at 5:23.
VOTE: 5-0

Respectfully submitted,

Dawn Choisy, Recording Secretary



TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY: 10114 CONSERVATION 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 (10/26/23)	Department Request \$ Increase	Department Request % Increase
SERVICES									
52010	ADVERTISING	1,599	1,500			1,500	1,500	0	0.00%
52020	POSTAGE	112	125			125	125	0	0.00%
52030	PROFESSIONAL SERVICES	0	3,500			3,500	3,500	0	0.00%
52031	PLANNING SERVICES	11,250	12,000			12,000	12,000	0	0.00%
52050	DUES, CONF. & EDUC.	315	600			600	600	0	0.00%
52060	PRINTING	0	25			25	25	0	0.00%
	SUBTOTAL	13,276	17,750	0	0	17,750	17,750	0	0.00%
MATERIALS & SUPPLIES									
53020	OTHER SUPPLIES	253	500			500	500	0	0.00%
	SUBTOTAL	253	500	0	0	500	500	0	0.00%
	DEPARTMENT TOTAL	13,529	18,250	0	0	18,250	18,250	0	0.00%

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



FY 2024/25 PROPOSED CONSERVATION COMMISSION BUDGET

The Waterford Conservation Commission serves as the Inland Wetlands Agency; reviewing applications, issuing permits and enforcing activities affecting inland wetlands and watercourses in accordance with the Waterford Inland Wetlands and Watercourses regulations and CT General Statutes 22a-36 through 22a-45. The Conservation Commission also carries out the statutory responsibilities of a municipal Conservation Commission, maintaining a survey of natural resources, reviewing land use proposals and making recommendations to other Boards and Agencies on natural resource identification and protection, and Open Space preservation.

The Conservation Commission conducted 21 regularly scheduled meetings and 2 special meetings in FY 2022/23 and rendered decisions on 21 applications to conduct activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits authorized the permanent loss of 0.22 acres of wetland, and the temporary disturbance of 0.96 acres of wetlands which are required to be restored following completion of construction.

FEES – Application Fees Generated from Inland Wetland Permit Applications

<u>Fiscal Year</u>	<u>Total Fees Collected</u>
FY 2109/2020	\$ 1,100
FY 2020/2021	\$ 800
FY 2021/2022	\$ 700
FY 2022/2023	\$ 1,600
FY 2023/2024 – 4 months	\$ 350

The Waterford Conservation Commission requires an additional fee when public hearings are required. The fee off-sets the cost for publishing the two legal notices of public hearing required by State statute.

BUDGET REQUEST SUMMARY

<u>Line</u>	<u>Description</u>	<u>FY24/25 AMOUNT</u>
52010	Advertising	\$ 1,500
52020	Postage	\$ 125
52030	Professional Services	\$ 3,500
52031	Planning Services	\$ 12,000
52050	Dues, Conferences & Education	\$ 600
52060	Printing	\$ 25
53020	Other Supplies	\$ 500
Conservation Commission Total Request		<u>\$ 18,250</u>

This is the same amount approved for the FY 2023/24 budget.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



ADVERTISING LINE 10114-52010

\$ 1,800 REQUESTED

The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The costs for legal notices of decision placed in The Day newspaper for FY 2022/2023 were \$1,599.13. The requested budget amount is consistent with that approved for the FY 2023/24 budget.

POSTAGE LINE 10114-52020

\$ 125 REQUESTED

Postage expenditures include certified letter mailings required for notice of Commission decisions on applications and for enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal agencies. The requested budget amount is consistent with that approved for the FY 2023/24 budget.

PROFESSIONAL SERVICES LINE 10114-52030

\$ 3,500 REQUESTED

The professional services account is used to obtain professional technical reviews, retain expert witnesses, chemical laboratory analyses and other professional technical assistance unavailable at the municipal or State level that are required to conduct the duties of the inland wetlands agency and the Conservation Commission. These services may include assisting the Commission with technical expert reviews of application documents, investigating complaints of wetland, soil or water quality impacts, documenting violations of the inland wetlands and watercourses regulations, providing expert testimony in court proceedings, or assisting the Commission in preparing natural resource surveys.

To carry out the responsibilities of the Inland Wetland and Watercourses Act, it is critical that the Commission have the ability to retain expert witnesses for determination of impacts to wetlands and watercourses in order to reach and maintain defensible decisions. Court case law has established that the finding of adverse impacts and justification for conditions of approval requires technical expertise and expert evidence in the application record. The Commission uses the expertise of staff members, and regional and state technical offices when available, however specific technical expertise may be required during the application process within a limited time frame. Having sufficient funding available to procure services when expert review is needed is essential in consideration of the strict time frames established by State Statute for rendering decisions on inland wetland applications.

The fee schedule for Inland Wetland permit applications allows the Commission to charge the applicant for third party expert reviews and technical evaluations deemed necessary to assist in the review of complex permit applications. However, the Commission continues to require funds for obtaining professional expertise on items other than those duties associated with complex permit applications.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Expenditures under this item are difficult to predict and are related to the number and complexity of permit applications, public hearings, enforcement proceedings and technical needs of the Commission. The requested amount will fund an estimated 25 -35 hours of professional service at a rate of \$100 - \$150/hr.

The requested budget amount is consistent with that approved for the FY 2023/24 budget.

PLANNING SERVICES LINE 10114-52031

\$ 12,000 REQUESTED

The Conservation Commission conducts a water quality monitoring program of freshwater streams and ponds in Waterford. Samples are collected at 30 locations in the early summer and late fall of a calendar year to track water quality over the growing season and monitor changes in quality over time. Sampling is conducted on Jordan Brook, Nevins Brook, Fenger Brook, Hunts Brook, Stony Brook, Oil Mill Brook and its tributaries, Millstone (Beebe) Brook, Green Swamp Brook and a tributary stream to Goshen Cove. Water quality parameters monitored include total coliform, e. coli and enterococci bacteria, temperature, pH, and nutrient loadings from nitrogen compounds and phosphorus.

The surface water quality monitoring program has been conducted for the past 22 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of stormwater treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

Jordan Brook, Oil Mill Brook and Stony Brook support native trout and high quality waters. Habitat requirements for these fisheries include cool, oxygenated waters with suitable substrate conditions to provide food and aquatic habitat. Alteration of adjacent lands, loss of vegetative cover, soil erosion, flow alterations, septic system discharges and stormwater run-off can adversely impact the biological conditions of these watercourses. The monitored temperature, nitrogen and phosphorus levels in these streams continue to indicate high quality surface waters.

The 2020 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Niantic Bay and near-shore waters of Long Island Sound as not meeting designated uses of habitat for fish and other aquatic life. In addition, Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River are listed as impaired for direct shellfish consumption due to bacteria levels. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat. The lower reach of Stony Brook south of Rte 1 has been identified as impaired for recreational use due to bacteria. The State is developing restoration policies to improve water quality and habitat of impaired waters.

The Commission continues to monitor bacteria, nitrogen and phosphorus levels in stream reaches that eventually discharge to Jordan Cove, the Niantic River, and Long Island Sound. This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts and allows tracking of trends in water quality from land use changes and provides an indication of where

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



water quality may be affected. Town staff conducts the sampling to minimize costs. Cost variations are linked to the number of water samples collected.

The Commission is requesting the same amount for this item as approved in the previous fiscal year.

DUES, CONFERENCES, EDUCATION LINE 10114-52050

\$ 600 REQUESTED

Expenditures from this line item include membership dues, commission and staff training, attendance at seminars and workshops. The Connecticut Inland Wetlands and Watercourses Act [CGS 22a-36 - 22a-45a] recommends members of inland wetland agency complete a comprehensive training program developed by the CT DEEP. Commissioners also attend environmental education conferences and legal seminars regarding inland wetlands to keep informed of changes to State Statute or case law affecting application review practices, public hearing records and decision-making for Inland Wetlands and Watercourse Regulations application. The Commission satisfies the minimum required training recommended by CT DEEP for inland wetlands agencies.

The Commission is requesting the same amount for this item as approved in the previous fiscal year to maintain the level of training of its members and staff.

PRINTING LINE 10114-52060

\$ 25 REQUESTED

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. As a result of changes in court procedures, some printing funds may be necessary to reproduce, in paper or digital format, large documents and files. The amount requested under this line item is the same as approved in the previous fiscal year.

OTHER SUPPLIES LINE 10114-53020

\$ 500 REQUESTED

Funds in this account are used to purchase and maintain environmental testing/monitoring equipment, safety equipment, survey flagging, and Conservation Easement and Non-Encroachment Boundary Line markers for field markings. This equipment allows the Conservation Commission with its professional staff to perform wetland identification, water testing, natural resource inventory and conservation easement boundary marking that would otherwise require contracting for outside professional services. The amount requested under this line item is the same as approved in the previous fiscal year.

CONSERVATION COMMISSION MEMBERS

Richard Muckle , Chair	Ivy Plis - Alternate
Tali Maidelis, Secretary	2 - vacancies
David Lersch	
Geneva Renegar	
Wade Thomas	
Matthew Keatley	
1 - vacancy	

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



CONSERVATION COMMISSION HISTORY OF EXPENDITURES

	FY 19/20	FY20/21	FY21/22	FY22/23	FY23/24 To date	Proposed FY24/25
52010 Advertising	\$901.65	\$989.0	\$1,104.75	\$1,599	\$369.64	\$1,500
52020 Postage	\$ 104.4	\$106.0	\$83.87	\$112.0	\$ 15.0	\$ 125
52030 Professional Fees	\$ 0	\$3,500	\$ 0	\$ 0	\$ 0	\$ 3,500
52031 Planning Services	\$12,000	\$12,000	\$6,357	\$6,278	\$ -	\$ 12,000
52050 Dues/Education	\$ 455	\$295	\$275	\$315	\$ 95	\$ 600
52060 Printing	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 25
53020 Supplies	\$ 8.40	\$365.92	\$ 0	\$ 253.05	\$ 0	\$500

Approved by the Waterford Conservation Commission – October 26, 2023

MEETING MINUTES

Conservation Commission
October 26, 2023 6:30 PM
Auditorium, Waterford Town Hall

RECEIVED FOR RECORD
WATERFORD, CT

2023 NOV -1 P 1:24

Members Present: Matthew Keatley, Geneva Renegar, Wade Thomas
Members Absent: David Lersch (notified), Tali Maidelis (notified), Richard Muckle (notified),
(1 vacancy)
Alternates Present: Ivy Plis (2 vacancies)
Staff Present: Maureen FitzGerald, Environmental Planner
Kim Powell, Recording Secretary

WTESE *[Signature]*
TALAI MAIDELIS

1. CALL TO ORDER

The meeting was called to order by W. Thomas, acting Chair, at 6:30 PM. I. Plis was seated for D. Lersch.

2. APPROVAL OF THE MEETING MINUTES

Motion: Motion made by M. Keatley, seconded by I. Plis to approve the October 12, 2023 meeting minutes.

Vote: 3-0-1, G. Renegar abstained.

3. NEW APPLICATIONS

C-23-09: 295 & 313 Willetts Ave.; 16 & 18 Boston Post Road, Proposed hotel and associated parking and storm water management systems; Woodsprings Suites – Applicant, CLA Engineers, Inc. - Agent

Robert Russo, Soil Scientist from CLA Engineers presented the proposed activity. The building will be a 122 room hotel with parking and storm water management basins. The inland wetland area on the western side of the site is an isolated area comprised primarily of red maple swamp with greenbriers. R. Russo noted the wetland functions are limited due to surrounding land use. The wetland is used by local wildlife and birds. The primary access to the facility will be from Route 1. Willetts Avenue will provide access for emergency and utility vehicles.

R. Russo reviewed the location of the two storm water management basins that are designed to hold 2" of rainfall run-off, treating many of the pollutants associated with run-off. The storm water system is designed to reduce flows leaving the site. He stated there is no direct impact to wetlands from the project. Activity in the upland review area includes the storm water basin, a portion of the parking and access drive, and proposed landscaped areas. A rain garden will be installed by the dumpster area and by the Boston Post Road access.

Commission members requested a vegetated buffer be included around the isolated wetland. W. Thomas requested the engineer review if the outlet from the southern basin can be moved to the east to avoid conflict with the sanitary line. R. Russo reviewed the proposed proximity of the development to the wetland boundary and adjacent playground. He stated the project engineer will be available to answer questions at the next meeting.

4. APPLICATION REVIEW

C-23-8: 33 Kenyon Road, New Construction; Congregation Beth El Temple, Inc. -
Applicant, Wayne S. Garrick, AIA - Agent

Staff noted the applicant's agent is working on revised plans to address additional wetland area on the site.

5. VIOLATIONS

52 Gurley Road: Notice of Violation – Issued 10-13-23, Unauthorized Grading & Clearing of Stream Channel, Restoration Plan required by 10-26-23

Mr. Jeff Reagan, owner, gave background information of the property and described the clean-up of debris and fallen trees that resulted in the unauthorized activity. Mr. Reagan explained the restoration plan proposes planting ten red twig dogwoods 8 feet apart along the western channel embankment. Additional plantings will be added if needed for stabilization of the stream. The lawn will be maintained with proper mowing up to the stream area as it is throughout the property.

The commission accepted the restoration plan and directed staff to draft a permit authorization for review at the next meeting. Mr. Reagan was notified he will need to submit a permit application fee.

577 Vauxhall Street Extension: Notice of Violation & Corrective Actions - Issued 6-14-23
Unauthorized Activity within Inland Wetlands & Watercourses, Restoration required by 11-1-23.

The corrective actions are required to be completed by November 1, 2023.

6. OTHER BUSINESS

49 Niantic River Road – Request to modify portion of non-encroachment area – revised plan

Staff reviewed that unauthorized mowing had been conducted in the non-encroachment area. The mowed area was not grubbed and will grow back. The owners are requesting a modification to the non-encroachment boundary as part of the restoration plan. They have submitted a revised plan for the Commission to consider.

Mr. and Mrs. Heard, owners, addressed the Commission. They purchased the subdivision lot behind their house and combined the properties. They installed a shed on the second property and would like to keep the land behind it cleared to the neighboring yard to improve visibility. They are also requesting the commission relax the non-encroachment boundary by 10 feet on average on the south side of the yard so they can mow around the forsythia and avoid weeds and poison ivy.

Staff explained the forsythia shrubs were planted by the prior owner along the established non-encroachment boundary and have since grown in width. The boundary will be marked with stakes with non-encroachment boundary markers attached.

Motion: Motion made by M. Keatley, second by I. Plis to accept the revised plan to modify the non-encroachment boundary and to have the owners submit an application.

Vote: 4-0

Staff will prepare a draft authorization for review at the next meeting.

Conservation Commission Annual Report 7/1/22-6/30/23

The Commission reviewed a draft of the report and highlights of commission actions.

Conservation Commission Proposed Annual Budget 2024-2025

The Commission reviewed the draft FY 24/25 budget. The requested budget amounts were the same as previous years.

Motion: Motion by M. Keatley, seconded by G. Renegar to approve the draft annual report and the draft budget.

Vote: 4-0

7. CORRESPONDENCE

CACIWC 2023 Annual Conference – November 11, 2023

8. PAYMENT OF BILLS

There were no bills.

9. ADJOURNMENT

Motion: Made by M. Keatley seconded by I. Plis to adjourn the meeting at 7:28 PM.

Vote: Unanimous

Respectfully Submitted,



Kim Powell
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET

DEPT/AGENCY:

10110

PLANNING & ZONING 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 (11/14/23)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51110	ADMINISTRATION	122,419	111,283			110,470	110,470	(813)	-0.73%
51120	INSPECTION	271,747	282,411			302,919	302,919	20,508	7.26%
51210	CLERICAL/TECHNICAL	149,923	162,634			166,362	166,362	3,728	2.29%
51810	OVERTIME	1,421	6,164			6,164	6,164	0	0.00%
51910	FRINGE BENEFITS	803	5,838			4,594	4,594	(1,244)	-21.31%
51920	F.I.C.A	38,907	43,478			44,822	44,822	1,344	3.09%
	SUBTOTAL	585,220	611,808	0	0	635,331	635,331	23,523	3.84%
SERVICES									
52010	ADVERTISING	3,439	4,000			4,000	4,000	0	0.00%
52020	POSTAGE	343	450			450	450	0	0.00%
52030	PROFESSIONAL FEES	2,768	20,000			20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	8,020	15,781			16,172	16,172	391	2.48%
52050	DUES, CONF. & EDUCATION	2,848	3,521			6,380	6,380	2,859	81.20%
52060	PRINTING	250	450			450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0	200			200	200	0	0.00%
	SUBTOTAL	17,668	44,402	0	0	47,652	47,652	3,250	7.32%
MATERIALS & SUPPLIES									
53010	OFFICE SUPPLIES	2,343	2,750			2,750	2,750	0	0.00%
53090	FUELS & LUBRICANTS	746	810			810	810	0	0.00%
	SUBTOTAL	3,089	3,560	0	0	3,560	3,560	0	0.00%
OFFICE EQUIPMENT									
54060	OFFICE FURNITURE & EQUIP.	0	1,440			0	0	(1,440)	-100.00%
	SUBTOTAL	0	1,440	0	0	0	0	(1,440)	-100.00%
	DEPARTMENT TOTAL	605,977	661,210	0	0	686,543	686,543	25,333	3.83%

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

The Waterford Planning and Zoning Commission budget includes the cost of Commission services, such as land use application reviews, long-range planning, and maintaining and enforcing Waterford's zoning and subdivision regulations. The Commission provides staff for all land use and economic development services in Waterford. The Planning staff provide expertise and assistance to the Board of Selectmen, RTM, and other agencies in Waterford and beyond concerning land use and economic development opportunities in Town.

This budget also includes funds for professional services and technical support that address town-wide needs. Grant writing and project management services are all funded in this budget.

MEMBERS

Gregory Massad, Chair
Timothy Bleasdale
Karen Barnett
Timothy Conderino
Victor Ebersole

ALTERNATES

Bert Chenard
Doris Crum
Joseph DiBuono

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST**



DEPARTMENT: Planning and Zoning Commission

BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2025

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	110,470
10110-51120-101-010-10-00-51 INSPECTION	302,919
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	166,362
10110-51810-101-010-10-00-51 OVERTIME	6,164
10110-51910-101-010-10-00-51 FRINGE BENEFITS	4,594
10110-51920-101-010-10-00-51 F.I.C.A.	44,822

TOTAL	635,330
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SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	6,380
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL	47,652
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MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810

TOTAL	3,560
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OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
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TOTAL	0
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TOTAL	686,542
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TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department maintains a New London Day subscription to verify the accuracy of all required legal ads. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices.

Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY25, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

Postage is used for normal communications with applicants and the public, and for required certified/return receipt postage for decision letters and abatement orders. Postage funding is also required to support neighborhood mailings to alert people about specific planning initiatives that may affect them.

Professional Fees Line 10110-52030

\$20,000 Requested

Professional services are sought for projects that require specific expertise and technical capacity that exceed the typical job duties of the planning staff. The department provides the vast majority of planning services in-house. Certain projects require professional support. Examples include conducting property surveys, traffic impact analysis, market analysis, reviews of engineering design by professional engineers, software development and advanced GIS services. This line would also be used to hire professionals as needed to conduct reviews of development applications and matters before the Commission that are not paid for by applicants.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Service Contracts and Repairs Line 10110-52040

\$16,172 Requested

Printer and Copier Contracts- \$3,964

The Department uses a large format plotter on a daily basis. This machine can scan, copy, and print large plans and is also used by the Assessor and Town Clerk. The plotter is subject to a \$2547 annual lease. The Department also leases a black and white copier which is used for the majority of printing. The Ricoh yearly lease is \$1,060, plus \$.00714 per copy. The Department budgets for 50,000 copies per year, which equates to \$357 in copies. The total cost of this service is \$1,417.

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,740

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$41 per month. The iPad plan is \$22 per month. Each phone will cost \$492 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,740.

Software Licenses - \$468

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY25 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$384 per year and provides flexibility in survey design.

Dues, Conferences and Education Line 10110-52050

\$6,380 Requested

Department staff are committed to maintaining professional certifications and keeping current with information and issues in the field of planning. Involvement with regional and national organizations, attending conferences and seeking opportunities to improve the technical skills of all department members supports high quality work product that benefits Waterford residents and business owners. Whenever possible, staff seeks out free educational opportunities. There are some instances where valuable educational opportunities are not free. Enabling staff to participate in these events generates positive returns for the town by exposing staff to new technical information, legal updates in the field and information about grants that may benefit Waterford.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

American Planning Association(APA) & CT Chapter APA -\$1,100

The Department maintains membership in the American Planning Association for two staff members. APA membership is tiered based on salary. Currently the Planning Director and Planner maintain APA membership. American Planning Association staff members are also required to maintain membership in their State Chapters. The CT Chapter of the American Planning Association charges 35% of the national dues for membership. The total cost for membership dues is \$1,100.

American Institute of Certified Planners (AICP) -\$180

The Planning Director is required to maintain AICP (American Institute of Certified Planners) status as a condition of employment. Maintaining the AICP designation requires APA membership (listed above), State chapter membership (listed above), and AICP Dues. AICP Dues are \$180.

Conference attendance and continuing education are a critical aspect of professional development. Participating in conferences allows staff to meet continuing education requirements for professional certifications and to stay current on legal issues, emerging trends and technical skills related to their jobs. The following conference fees are included in this budget.

Southern New England Chapter of the American Planning Association (SNEAPA) Annual Conference - \$350

The SNEAPA annual conference provides planning staff with educational and networking opportunities in the immediate region. Attending conferences with peers from Connecticut and Southern New England towns helps staff learn about local projects and funding opportunities that benefit Waterford. Legislative updates and legal developments of the past year are presented at this conference, which helps staff stay current on important planning and zoning issues. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification.

American Planning Association Annual Conference -\$2,470

The 2025 APA National Conference will be held in Denver Colorado. The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The cost for one attendee to the APA National Conference is as follows: Registration - \$835, Travel - \$448 Hotel - \$950, Meals - \$237

Connecticut Association of Zoning Enforcement Officials (CAZEO) - \$360

CAZEO is the professional organization for the Zoning Official. During the 2021 Legislative Session, P.A. 21-29 was passed which requires that beginning on January 1, 2023 anyone appointed as a Zoning Enforcement Official must be certified and maintain their certification. CT Zoning Enforcement Official Certification is required in Waterford's job description for the Zoning Official. CAZEO membership costs \$150 per year. Maintenance of CZEO status requires attendance at 7 meetings annually which cost \$30.00 each.

TOWN OF WATERFORD FY2025 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$320

The Zoning Official acts as Waterford's Floodplain Administrator. The Floodplain Administrator is responsible for ensuring the Town's compliance with the requirements of the National Flood Insurance Program (NFIP). Compliance with the NFIP enables Waterford property owners to purchase flood insurance. Annual membership in the ASFPM is \$180. Annual membership in the CAFM is \$65. Annual CAFM conference registration is \$75.

Northeastern Arc Users Group (NEARC) Conference - \$1,100

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. Based on the 2023 past registration fees, it is anticipated that the cost for attending the 2024 three-day conference will be \$1,100.

One-day training seminars - \$500

Throughout the course of the year, various training seminars are conducted by State, Federal and educational institutions. These training opportunities afford staff the opportunity to improve technical skills, learn about upcoming policies and laws and learn about grant opportunities and best practices from other communities and organizations that can benefit Waterford. Newly enacted State Legislation through Public Act 23-173 now requires that each member of the Planning and Zoning Commission complete four hours of training under the guidelines established by the State Office of Policy and Management. Trainings may be conducted as webinars or on-site. The trainings are typically one-time events; therefore, it is difficult to anticipate exact costs. Typically, these events range from \$30 to \$150 per attendee.

Printing Line 10110-52060

\$450 Requested

Funds are expended for printing oversized documents, reprinting of plans and studies, aerial photographs, posters and zoning maps. Color copies produced by the Town's printing service cost the Department \$.07/per copy. The Planning Department will continue to expand its efforts to engage the community in various planning projects. Part of the cost of public engagement includes printing flyers, maps, letters and postcards to send to residents and business owners.

Reimbursable Expenses Line 10110-52070

\$200 Requested

This line covers reimbursements to commissioners and staff members for out-of-pocket expenses. Examples of expenses include parking fees at job-related meeting, mileage for travel to work-related events when a town vehicle is not available and materials for public outreach programs.

TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



Office Supplies Line 10110-53010

\$2,750 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include recordable DVDs, thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY25.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$1,200 in FY25.

Fuels and Lubricants Line 10110-53090

\$810 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 326 Gallons at \$2.4776 per gallon. \$810 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD

FY2025 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES

	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL	FY2020 ORIGINAL BUDGET	FY2020 ACTUAL	FY2019 ORIGINAL BUDGET	FY2019 ACTUAL
PLANNING & ZONING COMMISSION:										
PERSONNEL:										
10110-51110-101-010-10-00-51 ADMINISTRATION	111,283	122,419	108,835	109,252	104,097	108,866	104,097	104,897	101,558	101,557
10110-51120-101-010-10-00-51 INSPECTION	282,917	271,747	272,386	277,241	272,147	269,685	272,147	232,647	263,484	269,213
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,143	149,923	149,889	139,099	142,460	142,475	158,931	136,367	146,817	139,624
10110-51810-101-010-10-00-51 OVERTIME	6,164	1,421	5,139	2,158	4,910	1,907	5,253	1,819	4,812	2,204
10110-51910-101-010-10-00-51 FRINGE BENEFITS	7,955	803	7,705	3,813	5,687	5,268	5,687	4,119	10,883	3,338
10110-51920-101-010-10-00-51 F.I.C.A.	43,258	38,907	41,613	37,976	40,491	37,840	41,778	34,559	40,366	37,121
Total PERSONNEL	608,720	585,220	585,587	569,539	569,792	564,041	587,893	514,408	587,920	553,057
SERVICES:										
10110-52010-101-010-10-00-52 ADVERTISING	4,000	3,439	4,000	3,371	4,000	2,790	4,000	3,835	4,000	2,255
10110-52020-101-010-10-00-52 POSTAGE	450	343	450	388	450	436	450	504	500	460
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	2,768	20,000	5,728	20,000	7,766	20,000	8,373	25,000	20,225
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	15,781	8,020	16,741	6,741	25,764	25,513	17,380	16,783	17,758	15,295
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,371	2,848	2,721	3,195	4,396	3,427	4,100	2,677	4,020	1,905
10110-52060-101-010-10-00-52 PRINTING	450	250	450	187	450	240	450	29	600	20
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	0	200	0	200	0	200	0	200	0
Total SERVICES	44,252	17,668	44,562	19,610	55,260	40,172	46,580	32,201	52,078	40,160
MATERIALS & SUPPLIES:										
10-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	2,343	2,750	1,732	2,750	2,479	2,750	2,698	3,100	1,421
10-53090-101-010-10-00-53 FUELS AND LUBRICANTS	810	746	595	465	765	266	800	480	820	519
Total MATERIALS & SUPPLIES	3,560	3,089	3,345	2,197	3,515	2,745	3,550	3,178	3,920	1,940
OFFICE EQUIPMENT:										
10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476
Total OFFICE EQUIPMENT	1,440	0	1,440	108	700	286	730	741	420	476
TOTAL	657,972	605,977	634,914	591,454	629,267	607,244	638,753	550,528	624,338	595,633

**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: Planning

LINE ITEM	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 EXPECTED	2023-2024 YTD (12/08/2023)	2024-2025 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
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	50,947	61,013		20,635	55,980	\$ 35,345.00
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 50,947.00	\$ 61,013.44	\$ -	\$ 20,635.00	\$ 55,980.00	\$ 35,345.00

**PLANNING AND ZONING COMMISSION
MEETING M I N U T E S**

Planning & Zoning Commission
Remote Access Only

November 14, 2023
6:30 PM

Members Present: Chairman Greg Massad, Karen Barnett, Tim Conderino and Victor Ebersole
Members Absent: Tim Bleasdale
Alternates Present: Bertrand Chenard and Doris Crum
Alternates Absent: Joseph DiBuono
Staff Present: Jonathan Mullen, Planning Director, Mark Wujtewicz, Planner, and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

G. Massad called the meeting to order at 6:39 PM. D. Crum was seated for T. Bleasdale.

2. APPROVAL OF MINUTES

MOTION: Motion made by T. Conderino, seconded by K. Barnett, to approve the October 24, 2023 meeting minutes.

VOTE: 5-0

3. APPLICATION RECEIPT

#PL-23-12 Request of David & Cynthia Yanaros, Applicant and Owner for a Coastal Site Plan review and approval for a new single family home on property located at 224 Niantic River Road, R-40 Zone in accordance with Sections 5.1.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Zoning Location Survey, Property Of Cynthia Yanaros and David E Yanaros for Property Located at 224 Niantic River Road Town of Waterford County of New London Connecticut"

ACTION REQUIRED BY: 1/18/24

The application was received after the agenda had been posted but within the statutory time frame. The application review will be scheduled at an upcoming meeting.

G. Massad modified the agenda due to concerns with the posting of the agenda that he wanted to clarify with the Town Attorney. Agenda Item 5 was moved up in the agenda.

5. ADMINISTRATIVE REVIEW

Proposed Annual Report

Staff reviewed with the Commission the proposed Annual Report. M. Wujtewicz noted he had added a new section for Multi Family Developments.

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the proposed annual report.

VOTE: 5-0

RECEIVED FOR RECORD 11-17, 2023
M. ATTEST David J. Conderino
TOWN CLERK
2:38 PM

Proposed FY 25 Budget

Staff reviewed with the Commission the proposed draft budget

MOTION: Motion made by T. Conderino, seconded by V. Ebersole, to approve the Planning and Zoning Commission FY25 proposed budget.

VOTE: 5-0

G. Massad noted that the agenda had been reposted on the Town's website with a live Zoom link into the meeting. He reviewed for the record, the actions taken on the agenda items to this point of the meeting.

4. APPLICATION REVIEW

#PL-23-14 Town of Waterford, Applicant and Owner for site plan approval for park improvements for property located at 174 & 184 Boston Post Road and 15, 35 and 49 Rope Ferry Road, C-T Zone in accordance with Sections 10.2.5 and 22 of the Zoning Regulations and as shown on plans entitled "Waterford Civic Triangle Universal Access & Pond Improvements"
ACTION REQUIRED BY: 12/28/23

G. Massad reviewed the Commissions actions relative to the review and denial of the modified CGS §8-24 application that was presented to the Commission at the October 24, 2023 meeting. He stated that the site plan application presently before the Commission is for the review of consistency with the previously approved CGS§8-24 application PL-21-15.

Chad Frost, L.A. of Kent + Frost, Miriam Furey-Wagner, Chair of the Waterford Town Center Development Ad-Hoc Committee and Ryan McNamara, Recreation & Parks Director were present.

C. Frost reviewed the plan with the Commission noting it is in keeping with the previously approved CGS§8-24 that was approved in 2021. He noted that there will be some existing trees along the Rope Ferry Road side of the park that will need to be removed in order to accommodate the relocation of the stonewall from the state right of way into the property. The existing trees root systems will be compromised by the grading and reconstruction of the wall. New trees will be planted along the stonewall to enhance the streetscape.

He reviewed the addition of the accessible ramp from the Rope Ferry Road entrance and the Addition of accessible parking spaces to the Library and the upper parking lot to the Park. The proposed walkway to the Gazebo was added to the plans. The walkway and associated grading will be installed in order to accommodate accessible access to the gazebo.

D. Crum appreciated the accessibility efforts to make the gazebo accessible.

M. Wujtewicz reviewed with the Commission the revised staff report.

The Commission made the following findings:

1. The parcels in this application are located within the CT (Civic Triangle) Zoning District as

identified on the most recently adopted Zone District Map.

2. The Waterford Conservation Commission issued Inland Wetland Permit# C-22-10 for regulated inland wetland activities.
3. The Waterford Conservation Commission has submitted to the Planning and Zoning Commission a final report in accordance with CGS §8-3(g).
4. The project is for improvements to a public park and playground which are permitted uses within the CT Zone District in accordance with Section 10.2.5 of the Town of Waterford Zoning Regulations.
5. The project is proposed as a Site Plan in accordance with Sections 10.11 and 22 of the Town of Waterford Zoning Regulations.
6. The improvements identified on the Site Plan are consistent with improvements included in the Civic Triangle Park Master Plan – October 2021 as approved by the Planning and Zoning Commission through application PL-21-15.

and discussed the following modifications and conditions:

1. All work identified on the site plan as approved by the Commission shall be within the Limit of Work as shown on the site plan. No other work or improvements as appear on the Civic Triangle Park Master Design Plan approved by this Commission through Application #PL-21-15 shall be implemented until such time that a new site plan application is submitted and approved by the Planning and Zoning Commission.
2. Plan Sheet L-13.0 shall be added to the final plan set prior to recording on the land records.
3. All conditions of approval for Inland Wetland Permit #C-22-10 shall be incorporated into this decision as if fully set forth herein.

MOTION: Motion made by T. Conderino, seconded by D. Crum, to approve with conditions, the site improvements for the Civic Triangle Community Park Site Plan Application #PL-23-14, with conditions 1 through 3 and adopt the findings 1 thru 6 of the staff report.

VOTE: 5-0

5. ADMINISTRATIVE REVIEW

Reviewed earlier in the meeting.

6. CORRESPONDENCE

No correspondence was received.

7. COMMISSION BUSINESS

M. Wujtewicz reviewed with the Commission current and upcoming projects and noted that at the November 28, 2023 meeting there will be an informal presentation for a potential hotel on Boston Post Road.

8. ADJOURNMENT

MOTION: Motion made by G. Massad, seconded by T. Conderino to adjourn the meeting at 7:49 PM.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer
Recording Secretary

**TOWN OF WATERFORD
GENERAL FUND
2024-2025 PROPOSED BUDGET**

DEPT/AGENCY:

10108

LEGAL DEPARTMENT

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	Department Request \$ Increase	Department Request % Increase
SERVICES									
52030	PROFESSIONAL SERVICES	324,655	260,000			260,000	260,000	0	0.00%
52540	PROBATE COURT	32,480	34,900			34,900	34,900	0	0.00%
52560	MISC. CLAIMS	2,500	100			100	100	0	0.00%
	SUBTOTAL	359,635	295,000	0	0	295,000	295,000	0	0.00%
DEPARTMENT TOTAL									
		359,635	295,000	0	0	295,000	295,000	0	0.00%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**



BUDGET FUNCTION

The Town retains legal counsel to provide legal representation to our boards, commissions, and town departments. The Town Attorney represents the town in a variety of circumstances.

The below list is a sampling of the type of cases that may require legal counsel.

- Planning and Zoning Appeals
- Delinquent Tax Account Collections
- Assessment Appeals
- Claims and Lawsuits
- Town Contracts

**Note that legal counsel fees for personnel issues and negotiated union contracts are budgeted under the Human Resources Department.*

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: LEGAL (10108)**

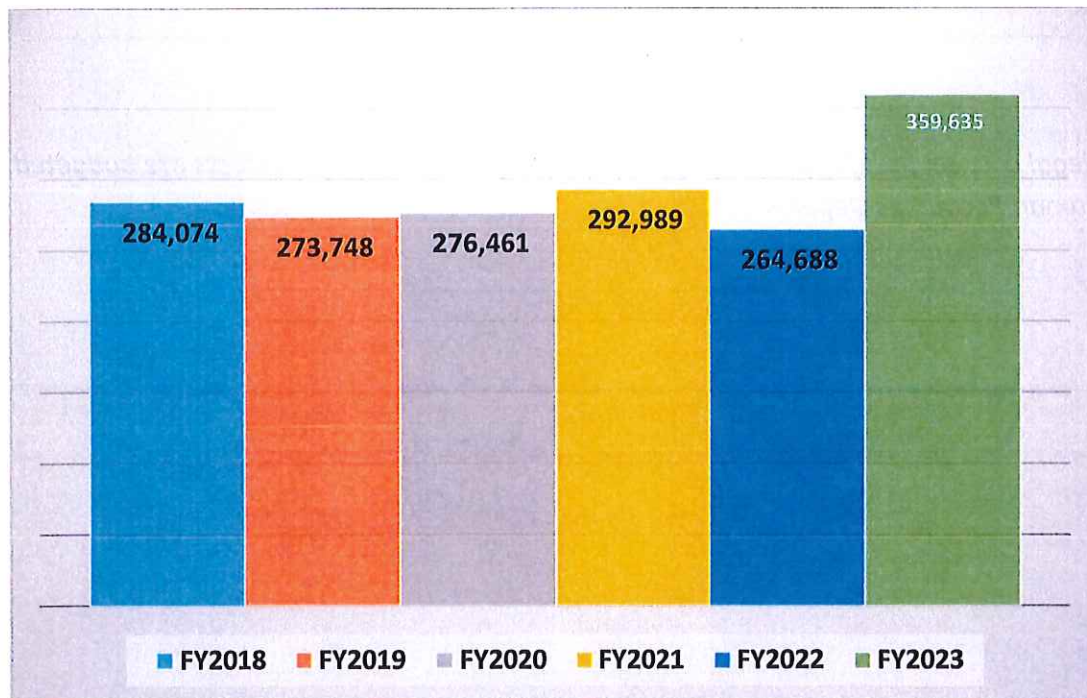


BUDGET SUMMARY

The FY25 Legal Budget Request remains flat over FY24.

The Connecticut Uniform Relocation Assistance Act requires municipalities to provide assistance to residences who are displaced due to code enforcements. The pandemic saw an increase in the need for relocation benefits and the need continues to reis. (Sec. 8-266) Please note that the town's legal counsel does seek reimbursement for all expenditures.

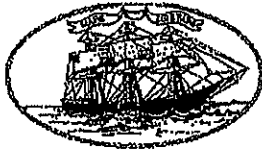
EXPENDITURE HISTORY



**TOWN OF WATERFORD
LEGAL DEPARTMENT
2024-2025 PROPOSED BUDGET**

	2024 PROPOSED	2024 ACTUAL TO DATE (1/1/24)	2023 ACTUAL	2022 ACTUAL	2021 ACTUAL	2020 ACTUAL	2019 ACTUAL	5 YEAR AVERAGE (2017-2023)
52030 - PROFESSIONAL FEES								
LEGAL FEES	\$ 260,000	\$ 40,071	\$ 324,655	\$ 233,161	\$ 292,989	\$ 276,461	\$ 273,748	\$ 280,202.70
Professional fees covers the cost of the Town Attorney. The Town Attorney handles planning and zoning appeals, collection of delinquent tax accounts, assessment appeals, and provides general legal counsel. Based on the 5 year average and anticipated tax appeals due to the revaluation, the proposed budget for 2022-2023 includes level funding.								
52540 - PROBATE COURT								
PROBATE COURT	\$ 34,900	\$ 34,480	\$ 32,480	\$ 31,519	\$ 26,396	\$ 30,895	\$ 28,644	\$ 29,986.77
Waterford's share of the Probate Office's cost. Waterford shares a probate office with the City of New London and the cost is allocated based on the municipalities grand list. Allocation based on the municipalities grand lists was based on state statute 45-12, which has since been updated. In 1991, 45-12 was transferred to a 45a-8 and effective May 10, 2010, the statute was updated to allow Towns to allocate expenses by agreement. In the absence of an agreement, the grand lists are used to allocate expenses. The cost allocated to Waterford is 71.118%. Based on the 2021-2022 actual expense and 5-year average, the proposed budget for 2022-2023 includes a decrease of \$3,000.								
52560 - MISCELLANEOUS CLAIMS								
MISCELLANEOUS CLAIMS	\$ 100	\$ -	\$ 25,000.00	\$ 8	\$ 2,750	\$ -	\$ -	\$ 5,551.60
Account is used to account for miscellaneous claims and judgments as well non-reimbursable expenses associated with evictions. The ongoing pandemic has increased the number of evictions and relocation expenditures of Waterford residents. The 2022-2023 includes a level budget request.								

Department of Finance
13 Masonic Street
New London, CT 06320



Phone (860) 447-5218
Fax (860) 447-5297

CITY OF NEW LONDON

August 16, 2022

Kimberly Allen
Town of Waterford
15 Rope Ferry Road
Waterford, CT 06385

Inv# 08162022 \$ 32,480.16
CITY OF NEW LONDON
08/16/2022 # Pages 3 FP3 D0C78S554
PO# 230251

Dear Ms. Allen,

Enclosed is the invoice for Waterford's portion of the Probate Court's expenses for the fiscal year ended June 30, 202022.

If you would like further clarification, please feel free to call me.

Very truly yours,

David McBride
Director of Finance

Enclosure

REC'D FINANCE
AUG 19 '22 AM8:30

An Equal Opportunity Employer

PROBATE EXPENDITURES FOR FY 2022

Maintenance & Repair	\$	-	
Microfilming Services	\$	9,408.87	
Communication Services	\$	5,906.30	
Supplies	\$	12,167.82	
State of Connecticut	\$	1,082.48	
Equipment	\$	<u>2,652.79</u>	
Total Probate Expenditures for FY 2022	\$	31,218.26	
N.L. Grand List @ 10/21		1,595,439,971	32.020%
Wtfd Grand List @ 10/21		3,387,173,186	67.980%
Space allocated to Probate: 1380.07 s.f.@ \$12/sq.ft		\$	16,560.84

Total Probate Expenses	31,218.26
Rental fee:	16,560.84
	<u>47,779.10</u>

Waterford Percentage	67.980%
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Total Due City of New London for FY 2022	\$ 32,480.16
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GE/CN-57A

VEIDOLF

The above is true and accurate to the best of my knowledge.

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David McBride, Director of Finance
City of New London

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TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2022-2023 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$1,496.00	\$1,632.00	\$2,142.00	\$1,088.00	\$2,453.50	\$1,445.00	\$955.00	\$578.00	\$888.00	\$2,278.00	\$1,212.00	\$1,139.00	\$17,306.50
Selectman	\$2,074.00	\$1,839.00	\$1,812.00	\$3,442.50	\$11,783.00	\$15,009.50	\$15,832.00	\$24,648.00	\$14,613.00	\$6,910.00	\$8,123.50	\$18,650.00	\$124,736.50
Finance	\$1,411.00	\$2,521.00	\$1,105.00	\$728.50	\$272.00	\$1,190.00	\$714.00		\$1,253.00	\$4,035.50	\$425.00	\$1,037.00	\$14,692.00
Board of Finance		\$68.00											\$68.00
Bldg Code/Bldg Dept.							\$1,704.00	\$42.00	\$63.00	\$832.50			\$2,641.50
Health & Conservation													\$0.00
Fire Services		\$204.00	\$867.00	\$1,014.00	\$340.00		\$882.00				\$2,211.50	\$2,312.00	\$7,830.50
Planning & Zoning	\$731.00	\$3,228.00	\$2,712.50	\$3,036.50	\$6,517.00	\$2,999.50	\$3,528.00	\$1,749.00	\$1,891.00	\$2,358.00	\$2,889.00	\$3,661.00	\$35,300.50
Police & Emergency Mgmt	\$335.00	\$3,911.00	\$1,224.50	\$306.00	\$303.50		\$1,244.00	\$309.00	\$102.00	\$306.00	\$127.00	\$306.00	\$8,474.00
Public Works	\$170.00	\$136.00	\$333.00		\$425.50	\$136.50	\$499.50		\$844.00	\$948.50	\$3,050.50	\$406.00	\$6,949.50
R & P			\$68.00					\$170.00	\$442.00	\$170.00	\$68.00	\$221.00	\$1,139.00
RTM	\$748.00	\$1,904.00	\$1,504.00	\$2,397.00	\$1,513.00	\$1,394.00	\$1,330.00	\$1,105.00	\$816.00	\$714.00	\$2,863.00	\$1,105.00	\$17,393.00
Animal Control - Kennel Fees													\$0.00
Assessor	\$1,466.50	\$583.00	\$1,265.50	\$949.50	\$2,499.00	\$3,294.50	\$4,403.00	\$1,802.00	\$3,552.00	\$2,306.00	\$1,371.00	\$4,921.00	\$28,413.00
Tax Collector	\$3,473.50	\$4,671.50	\$4,579.00	\$8,462.50	\$5,094.00	\$3,613.50	\$4,515.50	\$4,233.00	\$8,476.00	\$5,381.00	\$8,357.00	\$314.50	\$61,171.00
Tax Collector Legal Fee Reimb	(\$217.89)	(\$312.39)	(\$506.39)	(\$611.06)	(\$1,541.53)	(\$9,753.13)	(\$278.39)	(\$52.50)	(\$278.94)	(\$12,203.16)	(\$7,038.97)	(\$4,225.43)	(\$37,019.78)
Tax Appeal													\$0.00
Town Clerk	\$170.00					\$459.00	\$493.00				\$425.00	\$340.00	\$1,887.00
WELSCO													\$0.00
Economic Development		\$102.00									\$272.00		\$374.00
Utility Commission	\$3,641.00	\$1,003.00	\$646.00	\$1,232.00	\$561.00	\$273.50	\$474.00	\$294.00	\$905.50	\$161.00	\$518.00	\$340.00	\$10,049.00
Sr. & Youth Center		\$272.00	\$1,147.00	\$255.00	\$787.50	\$1,122.00	\$833.00	\$306.00	\$238.00	\$238.00	\$1,042.50	\$170.00	\$6,411.00
Ethics Commission	\$204.00												\$204.00
Harbor Management	\$289.00	\$595.00	\$119.00			\$306.00			\$68.00	\$1,004.50	\$374.00		\$2,755.50
Registrars													\$0.00
Shellfish Commission	\$51.00												\$51.00
Conservation Commission			\$1,757.00	\$1,685.50	\$240.50	\$166.50	\$1,411.00	\$2,574.00	\$999.00		\$1,609.50	\$1,021.00	\$11,464.00
Zoning Bd of Appeals													\$0.00
General Assistance (town historian)			\$51.00									\$272.00	\$323.00
Total	\$16,042.11	\$22,357.11	\$20,826.11	\$23,985.94	\$31,247.97	\$21,656.37	\$38,539.61	\$37,757.50	\$34,871.56	\$15,439.84	\$27,899.53	\$31,990.07	\$322,613.72

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2021-2022 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOS	\$3,111.00	\$3,111.00	\$3,791.00	\$1,445.00	\$5,540.65	\$3,213.00	\$1,785.00	\$2,856.00	\$4,777.00	\$2,777.50	\$1,049.00	\$1,037.00	\$34,493.15
Selectman	\$1,159.64	\$242.84	\$1,471.69	\$663.08	\$345.50	\$141.48	\$6,613.77	\$1,088.00	\$289.00	\$1,158.00	\$868.50	\$2,723.00	\$16,764.50
Finance	\$595.00	\$102.00	\$391.00	\$800.50	\$578.00	\$704.00	\$663.00	\$748.00	\$51.00	\$765.00	\$238.00	\$1,258.00	\$6,893.50
Board of Finance								\$204.00					\$204.00
Bldg Code/Bldg Dept.									\$703.50	\$220.50			\$1,009.00
Fire Services	\$527.00	\$510.00		\$476.00	\$1,683.00	\$275.00	\$286.50	\$1,853.00	\$405.50	\$1,833.00	\$377.00	\$1,304.00	\$9,530.00
Planning & Zoning	\$4,344.50	\$4,631.50	\$4,019.00	\$7,482.00	\$2,987.00	\$5,200.00	\$3,485.50	\$2,011.00	\$6,358.00	\$7,367.50	\$2,174.50	\$3,417.00	\$53,477.50
Police & Emergency Mgmt	\$238.00	\$324.50	\$752.00	\$1,428.00	\$374.00	\$1,258.00	\$799.00	\$1,938.00	\$1,054.00	\$522.00	\$567.00	\$68.00	\$9,322.50
Public Works	\$1,539.50	\$323.00	\$323.00	\$612.00	\$1,241.00	\$799.00	\$85.00	\$68.00	\$1,071.50	\$425.00	\$85.00	\$1,088.00	\$7,660.00
R & P				\$85.00				\$102.00	\$476.00	\$136.00	\$391.00		\$1,190.00
RTM	\$681.50	\$1,496.00	\$544.00	\$774.50	\$1,751.00	\$1,275.00	\$986.00	\$1,938.00	\$544.00	\$2,108.00	\$2,397.00	\$4,862.00	\$19,357.00
Assessor	\$2,757.50	\$3,171.50	\$2,524.50	\$1,150.50	\$481.50	\$878.50	\$2,016.50	\$668.00	\$1,299.00	\$1,522.50	\$126.00	\$931.50	\$17,527.50
Tax Collector	\$917.50	\$2,627.50	\$8,253.00	\$1,310.50	\$4,823.00	\$8,554.50	\$2,015.50	\$4,136.00	\$7,010.50	\$1,028.00	\$1,519.50	\$3,254.50	\$45,450.00
Tax Collector Legal Fee Reimb	(\$2,172.00)	(\$2,384.64)	(\$83.00)	(\$1,265.59)	(\$1,446.19)	(\$52.50)	(\$6,861.82)	(\$1,293.66)			(\$193.36)	(\$301.36)	(\$16,054.12)
Tax Appeal						\$176.50	\$675.50			\$304.50			\$1,156.50
Town Clerk					\$85.00		\$561.00	\$153.00					\$799.00
WELSCO													\$0.00
Economic Development	\$255.00							\$136.00			\$204.00		\$595.00
Utility Commission	\$2,491.50	\$6,173.50	\$3,628.00	\$8,623.00	\$1,461.00	\$986.00	\$493.00	\$1,003.00	\$765.00	\$820.50	\$777.00	\$3,503.50	\$30,725.00
Utility Commission Legal Fee Reimb													\$0.00
Sr. & Youth Center	\$408.00						\$204.00	\$272.00	\$136.00	\$544.00	\$544.00		\$2,108.00
Ethics Commission	\$272.00	\$374.00	\$374.00	\$85.00	\$595.00		\$301.00	\$68.00				\$85.00	\$2,154.00
Harbor Management	\$1,105.00	\$340.00	\$136.00										\$1,581.00
Registrars													\$0.00
Shellfish Commission	\$204.00	\$136.00	\$102.00				\$84.00	\$297.00	\$21.00				\$844.00
Conservation Commission								\$85.00		\$170.00			\$255.00
Zoning Bd of Appeals			\$697.00			\$867.00		\$306.00	\$2,162.50	\$306.00	\$2,259.00	\$153.00	\$6,750.50
General Assistance (town historian)								\$51.00					\$51.00
Expenses/Cossts		\$460.32									\$10,146.15		\$10,606.47
Total	\$18,434.64	\$21,178.70	\$26,923.19	\$23,669.49	\$20,499.46	\$24,513.48	\$14,277.45	\$18,687.34	\$27,123.50	\$22,008.00	\$23,529.29	\$23,383.14	\$264,688.00

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2020 -2021 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC	\$123.00	\$306.00	\$136.00			\$68.00							\$633.00
BOS	\$3,578.00	\$1,173.00	\$2,497.00	\$2,020.50	\$1,258.00	\$2,224.50	\$1,598.00	\$2,329.00	\$3,876.00	\$1,887.00	\$3,400.00	\$2,873.00	\$28,714.00
Selectman	\$2,461.00	\$3,468.91	\$7,632.17	\$1,115.59	\$430.41	\$1,437.13	\$1,912.18	\$2,264.97	\$103.09	\$495.32	\$1,285.59	\$2,394.03	\$25,000.39
Finance	\$391.00		\$748.00	\$255.00	\$526.00	\$442.00	\$374.00	\$1,190.00	\$918.00	\$102.00	\$612.00	\$714.00	\$6,272.00
Board of Finance	\$170.00	\$68.00				\$68.00			\$85.00				\$391.00
Bldg Code/Bldg Dept.	\$157.50	\$881.50	\$21.00										\$1,060.00
Fire Services	\$940.00	\$1,607.00		\$246.00		\$68.00	\$816.00	\$221.00	\$68.00	\$272.00		\$289.00	\$4,527.00
Planning & Zoning	\$3,884.00	\$3,864.00	\$5,986.50	\$6,258.00	\$3,872.00	\$3,807.00	\$2,371.50	\$4,214.00	\$3,534.50	\$3,572.00	\$2,920.50	\$2,876.00	\$47,160.00
Police & Emergency													
Mgmt	\$1,717.00	\$698.50	\$1,955.50	\$1,861.00	\$391.00	\$2,497.00	\$1,304.00	\$1,360.00	\$1,670.50	\$289.00	\$1,737.00	\$323.00	\$15,803.50
Public Works	\$1,785.00	\$1,887.00	\$345.50	\$1,168.00	\$1,240.00	\$816.00	\$1,079.00	\$276.00	\$782.00	\$1,496.00	\$884.00	\$1,054.00	\$12,812.50
R & P	\$170.00	\$85.00	\$102.00	\$221.00			\$476.00	\$408.00	\$612.00			\$102.00	\$2,176.00
RTM	\$1,717.00	\$1,989.00	\$680.00	\$867.00	\$323.00	\$697.00	\$918.00	\$2,431.00	\$2,306.00	\$1,700.00	\$1,411.00	\$510.00	\$15,549.00
Assessor	\$1,711.50	\$789.00	\$1,201.50	\$1,399.00	\$3,629.00	\$2,613.00	\$2,059.00	\$1,363.50	\$824.50	\$1,979.50	\$2,899.50	\$4,682.00	\$25,151.00
Tax Collector	\$3,134.00	\$7,633.50	\$5,112.50	\$4,325.50	\$5,267.50	\$3,141.50	\$3,169.00	\$2,878.50	\$6,108.00	\$6,752.00	\$7,098.50	\$2,056.50	\$56,677.00
Tax Collector Legal Fee													
Reimb	(\$2,578.90)	(\$1,424.02)	(\$355.30)	(\$3,017.10)	(\$6,342.37)	(\$2,442.08)	(\$4,402.78)	(\$3,028.04)	(\$2,512.65)	(\$2,591.80)	(\$1,413.98)	(\$1,852.30)	(\$31,961.32)
Tax Appeal													\$0.00
Town Clerk		\$102.00	\$323.00	\$136.00	\$340.00	\$68.00	\$102.00	\$85.00	\$102.00	\$85.00	\$68.00		\$1,411.00
WELSCO		\$738.00		\$272.00									\$1,010.00
Utility Commission	\$3,126.50	\$4,990.50	\$4,486.50	\$4,580.50	\$6,498.00	\$5,231.00	\$4,299.00	\$6,698.00	\$4,951.00	\$3,521.00	\$3,425.50	\$4,113.50	\$55,921.00
Sr. & Youth Center	\$255.00		\$187.00		\$68.00			\$136.00	\$136.00	\$136.00	\$204.00	\$323.00	\$1,445.00
Ethics Commission	\$752.00	\$52.50			\$238.00	\$323.00	\$697.00				\$1,564.00	\$510.00	\$4,136.50
Shellfish Commission	\$459.00							\$136.00		\$527.00	\$136.00	\$238.00	\$1,496.00
Conservation													
Commission		\$204.00	\$510.00	\$136.00	\$391.00	\$238.00	\$111.00	\$139.00	\$361.00	\$296.00	\$888.00	\$185.00	\$3,459.00
Zoning Bd of Appeals			\$1,445.00	\$663.00	\$527.00		\$68.00		\$425.00	\$272.00	\$170.00	\$306.00	\$3,876.00
General Assistance				\$102.00									\$102.00
Labor			\$2,157.00	\$1,804.00	\$1,459.50		\$3,357.50		\$945.00	\$240.00			\$9,963.00
Total	\$23,952.60	\$29,113.39	\$33,013.87	\$24,412.99	\$18,656.54	\$21,297.05	\$16,950.90	\$23,101.93	\$24,349.94	\$21,234.02	\$27,289.61	\$21,696.73	\$292,988.57

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2019 -2020 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC				\$765.00	\$527.00		\$4,403.00					\$432.00	\$6,127.00
BOS	\$1,357.50	\$613.00	\$1,193.50	\$985.50	\$5,013.00		\$3,132.00	\$1,947.50	\$1,674.00	\$1,374.00	\$4,601.00	\$8,891.00	\$30,782.00
Finance	\$766.50	\$1,899.30	\$1,168.30	\$799.00	\$0.00		\$952.00	\$952.00	\$510.00	\$187.00	\$816.00	\$646.00	\$8,696.10
Board of Finance		\$408.00	\$408.00	\$102.00			\$459.00	\$340.00	\$629.00		\$34.00	\$340.00	\$2,312.00
Bldg Code/Bldg Dept.	\$0.00	\$0.00	\$2,862.50	\$403.50	\$610.50			\$21.00		\$272.00			\$4,169.50
Fire Services	\$2,261.00	\$4,942.30	\$2,074.00	\$1,832.50	\$1,446.50		\$1,751.00	\$2,277.00	\$1,683.00	\$1,037.00	\$1,048.00	\$1,020.00	\$21,372.30
Planning & Zoning	\$1,335.50	\$3,396.00	\$4,425.82	\$3,280.55	\$912.50		\$2,425.50	\$2,204.50	\$2,257.00	\$2,085.00	\$4,278.00	\$5,109.50	\$31,709.87
Police & Emergency Mgmt	\$1,921.00	\$680.00	\$1,343.00	\$2,992.00	\$902.50		\$708.00	\$310.50	\$13,332.50	\$16,859.00	\$8,989.50	\$6,558.50	\$54,596.50
Public Works	\$2,176.00	\$748.00	\$482.38	\$1,003.00	\$2,212.50		\$884.00	\$2,057.00	\$2,465.00	\$1,445.00	\$782.00	\$1,973.50	\$16,228.38
R & P	\$323.00	\$714.00	\$102.00	\$119.00	\$0.00		\$136.00			\$221.00		\$1,649.00	\$3,264.00
RTM	\$85.00	\$918.00	\$1,564.00	\$1,411.00	\$701.50		\$625.50	\$1,547.00	\$314.00	\$3,025.00	\$4,012.00	\$688.00	\$14,891.00
Animal Control - Kennel Fees													(\$130.00)
Assessor	\$6,008.00	\$5,616.30	\$5,130.50	\$2,229.50	\$2,865.50		\$4,756.80	\$3,359.50	\$2,910.50	\$1,405.50	\$2,549.50	\$2,105.00	\$38,936.60
Tax Collector	\$3,785.50	\$7,970.60	\$2,208.00	\$4,349.30	\$0.00		\$3,228.50	\$8,132.00	\$1,500.50	\$546.00	\$1,445.50	\$2,340.00	\$35,505.90
Tax Collector Legal Fee													
Reimb	(\$2,320.00)	(\$4,963.38)	(\$2,673.78)	(\$6,261.71)	(\$9,150.50)	(\$1,787.30)	(\$450.80)	(\$3,355.20)	(\$1,881.30)	(\$1,132.00)	(\$745.50)	(\$726.52)	(\$35,447.99)
Tax Appeal	\$622.50	\$887.50		\$5,991.50	\$11,044.80								\$18,546.30
Town Clerk	\$153.00		\$834.50	\$170.00	\$221.00			\$238.00			\$68.00		\$1,684.50
WELSCO	\$986.00	\$102.00	\$51.00	\$221.00	\$102.00								\$1,462.00
Economic Development													\$0.00
Utility Commission	\$782.00	\$2,577.50	\$442.00	\$833.00	\$2,630.30		\$3,870.50	\$2,924.00		\$5,006.00	\$3,536.00	\$7,282.00	\$29,883.30
Utility Commission Legal													
Fee Reimb	(\$1,009.66)	(\$2,076.65)	(\$2,205.19)	(\$514.18)	(\$4,578.12)	(\$1,538.50)	(\$210.50)	(\$3,212.18)	(\$389.30)	(\$1,369.03)	(\$1,457.80)	(\$2,064.80)	(\$20,625.91)
Sr. & Youth Center			\$102.00				\$85.00					\$204.00	\$391.00
Registrars								\$68.00					\$68.00
Ethics							\$225.00			\$1,088.00			\$1,313.00
Shellfish Commission							\$1,037.00	\$595.00				\$102.00	\$1,734.00
Conservation Commission							\$1,094.00	\$425.50	\$740.00				\$2,259.50
Legal										\$5,865.50			\$5,865.50
Zoning Bd of Appeals		\$51.00	\$731.00	\$85.00									\$867.00
Total	\$19,232.84	\$24,075.47	\$20,113.53	\$70,796.46	\$15,460.98	(\$3,325.80)	\$29,111.50	\$20,831.12	\$25,744.90	\$37,914.97	\$29,956.20	\$36,549.18	\$276,461.35

TOWN OF WATERFORD
SUMMARY OF LEGAL FEES BY DEPARTMENT
2018 -2019 FISCAL YEAR

Department	July	August	September	October	November	December	January	February	March	April	May	June	Total
BOE & SBC					102.00								102.00
BOS	715.50	1,718.50	1,122.00	1,208.50	1,966.00	646.00	562.50	488.00	1,105.00	1,411.00	4,166.00	4,370.00	19,479.00
Selectmen	1,834.00	765.00	731.00	1,342.00	567.00	387.50	263.00	129.00	236.00	187.00	544.00	799.00	7,784.50
Finance	238.00	238.00	867.00	527.00	204.00	221.00	357.00		153.00	425.00		374.00	3,604.00
Board of Finance											68.00	51.00	119.00
Bldg Code/Bldg Dept.	55.50	309.00	852.00	1,793.50	84.00	1,018.00	850.00	1,258.00			951.00		7,171.00
Conservation Abatement Order	74.00	148.00	969.00					425.50	703.00	753.75	647.50	277.50	3,998.25
Fire Services	1,633.50	1,003.00	238.00	204.00	408.00	1,938.00	3,315.50	1,822.00	1,207.00	3,336.50	1,871.50	714.00	17,691.00
Planning & Zoning	2,149.00	3,396.00	1,804.00	3,245.50	987.00	1,018.42	3,500.01	1,733.87	3,774.40	4,535.00	867.00	4,187.00	31,197.20
Police & Emergency Mgmt	2,311.00	1,914.50	2,042.00	1,018.50	82.50	1,759.00	1,181.00	238.50	1,944.00	527.00	2,627.80	1,510.50	17,156.30
Public Works	4,027.00	1,310.50	884.00	1,548.50	572.57	2,676.00	1,105.00	5,849.00	1,309.00	510.00	2,312.00	2,847.63	24,951.20
R & P	204.00	136.00		102.00	170.00			561.00	102.00		68.00		1,343.00
RTM	1,740.00	1,360.00	556.00	1,688.50	1,564.00	1,006.00	935.00	510.00	1,258.00	595.00	561.00	102.00	11,875.50
Animal Control - Kennel Fees													0.00
Assessor	2,842.00	4,987.50	6,038.00	5,468.00	4,830.00	2,011.50	7,580.80	2,461.80	6,308.00	4,816.30	5,948.00	8,140.30	61,432.20
Tax Collector	6,794.00	23,646.28	5,453.50	5,213.73	7,592.00	8,406.16	9,006.79	8,401.84	11,800.16	4,340.50	8,016.06	8,976.50	107,647.52
Tax Collector Reimb	(1,842.20)	(3,374.71)	(7,957.62)	(3,215.74)	(1,085.00)	(3,470.31)	(5,162.85)	(6,050.96)	(3,930.44)	(9,778.67)	(18,325.58)	(4,686.39)	68,880.47
Town Clerk	102.00									85.00	102.00		289.00
Utility Commission	1,837.50	2,173.00	2,754.00	3,122.50	3,068.50	1,003.00	1,824.50	799.00	1,853.00	51.00	833.00	646.00	19,965.00
Sr. & Youth Center					476.00			221.00	726.30	341.50	154.50	510.00	2,429.30
Shellfish Commission			408.00	1,814.50	624.00	255.00						255.00	3,356.50
Zoning Board of Appeals	425.00	561.00	51.00										1,037.00
Total	25,139.80	40,291.57	16,811.88	25,080.99	22,042.57	19,045.27	25,318.25	18,847.55	28,548.42	12,135.88	11,411.78	29,074.04	273,748.00

**TOWN OF WATERFORD
GENERAL FUND
2024 - 2025 PROPOSED BUDGET**

DEPT/AGENCY:

10101

BOARD OF SELECTMEN

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	FIRST SELECTMAN	110,535	109,305		53,534	113,176	3,871	3.54%
51020	OTHER SELECTMEN	3,909	3,711		1,897	3,843	132	3.56%
51110	ADMINISTRATION	71,395	74,297		29,883	67,070	(7,227)	-9.73%
51210	CLERICAL/TECHNICAL	0	75		0	0	(75)	-100.00%
51920	F.I.C.A	14,013	14,400		6,252	14,083	(317)	-2.20%
	SUBTOTAL	199,852	201,788	0	91,566	198,172	(3,616)	-1.79%
SERVICES								
52010	ADVERTISING	23	100		0	100	0	0.00%
52020	POSTAGE	64	100		19	100	0	0.00%
52030	PROFESSIONAL FEES	209	1,500		100	3,000	1,500	100.00%
52040	SERVICE CONT & REPAIRS	1,223	1,200		512	1,200	0	0.00%
52050	DUES, CONF., & EDUCATION	179	230		0	329	99	43.04%
52070	REIMBURSABLE EXPENSE	104	200		0	200	0	0.00%
52080	TELEPHONE	504	480		555	504	24	5.00%
	SUBTOTAL	2,306	3,810	0	1,186	5,433	1,623	42.60%
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	1,273	300		310	1,800	1,500	500.00%
53090	FUELS & LUBRICANTS	1,802	907		777	1,000	93	10.25%
	SUBTOTAL	3,075	1,207	0	1,087	2,800	1,593	131.98%
FURNITURE								
54010	OFFICE FURNITURE	0	800		0	0	(800)	0.00%
	SUBTOTAL	0	800	0	0	0	(800)	0.00%
	DEPARTMENT TOTAL	205,233	207,605	0	93,839	206,405	(1,200)	-0.58%

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



BOARD OF SELECTMEN

Robert Brule, First Selectman
Richard Muckle, Selectman
Gregory Attanasio, Selectman
Shannon Withey, Executive Assistant

BUDGET FUNCTION

The First Selectman acting for the Board of Selectmen shall be the general town administration officer and shall be responsible for the operation and maintenance of the hall of records, town garage, other property at the town civic center and other property under the administration of the board of selectmen. The supervision of all Department Heads in the Town shall be the responsibility of the First Selectman. He shall be responsible for assignment of office space and scheduling of meetings at the hall of records. Office hours at the hall of records shall be established by the First Selectman (Code of Ordinances, Waterford, Connecticut 2.08.010).

OUR MISSION

The Town of Waterford will strive to promote and improve quality of life, enhancing a sense of community, and preserving the integrity of our small-town identity and culture. We are committed to fostering respect, integrity, and honesty. Town government will support initiatives that create a welcoming and affordable environment for residents, businesses and visitors alike. We strive to provide excellence through a responsible and accessible First Selectman and Board of Selectmen.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



BUDGET SUMMARY

The Fiscal Year 2025 total budget request is a decrease of \$1,200 (.58%) over fiscal year 2024.

PERSONNEL COSTS

- 51010 – ELECTED OFFICIALS (\$113,176)
Raises per the RTM approved percentage after NUMP raises approved.
- 51020– ELECTED SELECTMEN (\$3,843)
Raises per the RTM approved percentage after NUMP raises approved.
- 51110 – ADMINISTRATION (\$67,070)
A decrease based on FY24 actuals and approved salary increases.
- 51210 – CLERICAL AND TECHNICAL (\$0)
No funds needed for FY25.
- 51920 – FICA (\$14,083)
Budget request based on requested salaries.

Subtotal: \$198,172

SERVICES

- 52010 – ADVERTISING (\$100)
FY25 request remains flat.
- 52020 – POSTAGE (\$100)
FY25 request remains flat.
- 52030 – PROFESSIONAL FEES (\$3000)
FY25 request includes funds for economic development for the First Selectman to work with the Economic Development Commission in bringing new initiatives and development to the town.
- 52040 – SERVICE CONTRACTS & REPAIR (\$1,200)
FY25 request remains flat.

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



- **52050 – DUES, CONFERENCES & EDUCATION (\$329)**
The FY25 request is \$99 higher and includes a budget for the Executive Assistant to attend trainings (e.g. FOIA).
- **52070 – REIMBURSEABLE EXPENSE (\$200)**
The FY25 request remains the same as last year's request to cover unexpected out-of-pocket expenses for various activities.
- **52080 – TELEPHONE (\$504)**
Request is based on FY24 projected actuals. Budget is for the Executive Assistant's cellular phone. As the town's Chief Emergency Officer, the First Selectman's cellular phone is budgeted under the Emergency Management budget.

Subtotal: \$5,433

MATERIALS & SUPPLIES

- **53020 – OTHER SUPPLIES (\$1800)**
Request is based on FY24 projected actuals and includes requests for supplies for various town meetings, events and programs. The \$800 increase will cover expenses for elected official, volunteer and town employee recognitions and retirements.
- **53090 – FUELS AND LUBRICANTS (\$1000)**
An increase is budgeted based on current gasoline prices.

Subtotal: \$2,800

FURNITURE

- **54010 – FURNITURE (\$0)**
There are no expected needs for FY25.

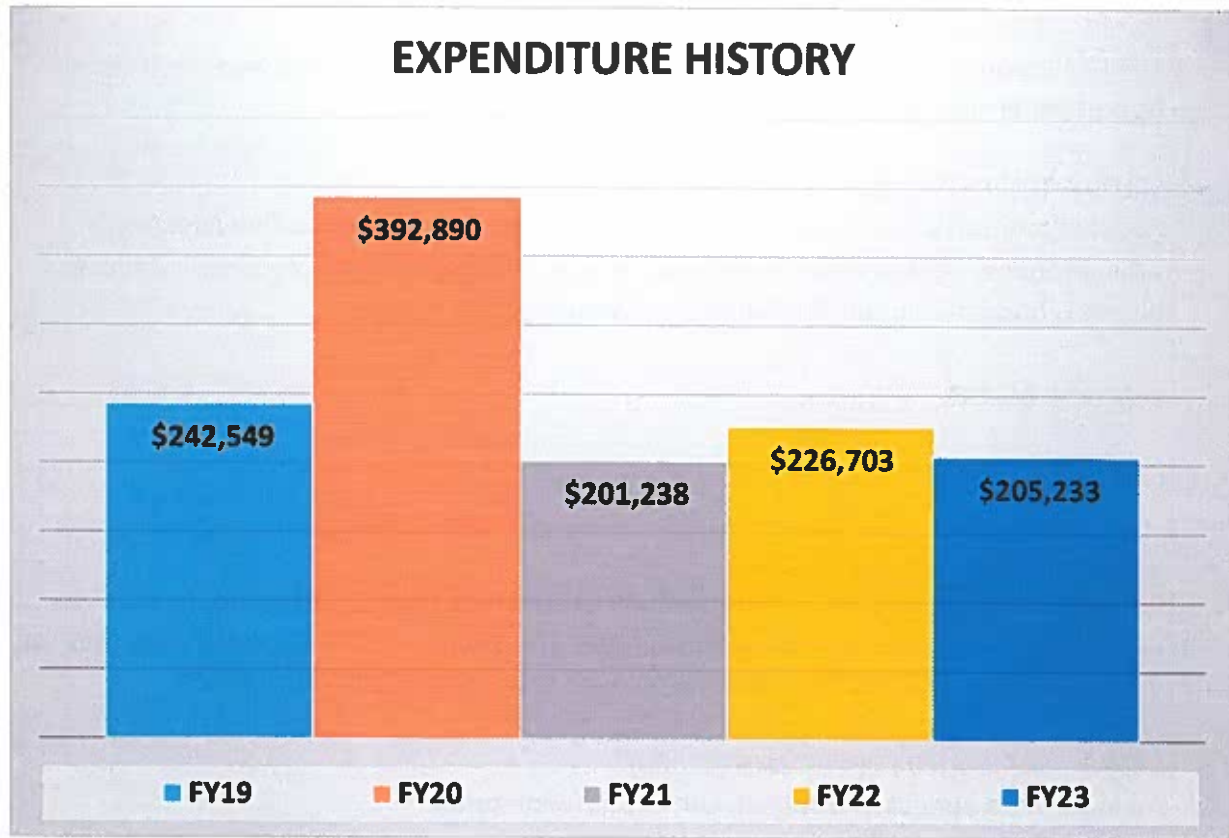
Subtotal: \$0

Department Total: \$206,405

**TOWN OF WATERFORD
FY2025 BUDGET REQUEST
DEPARTMENT: BOARD OF SELECTMEN (10101)**



EXPENDITURE HISTORY



**Note: FY20 includes emergency expenditures related to COVID-19*

**TOWN OF WATERFORD
ADVERTISING/POSTAGE - BOARD OF SELECTMEN
2024/2025 FISCAL YEAR**

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	23	100	0	100	0	0.00%

ACCOUNT JUSTIFICATION

Legal Notices as required by State Statutes and other public notices needed by the Board of Selectmen.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 145.00	\$ -	\$ -	\$ 95.00	\$ 23.00

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	64	100	17	100	0	0.00%

ACCOUNT JUSTIFICATION

Postage is utilized for communications with residents, elected officials and for town business.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 31.87	\$ 250.33	\$ 54.57	\$ 46.68	\$ 64.23

TOWN OF WATERFORD
PROFESSIONAL SERVICES - BOARD OF SELECTMEN
2024/2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	209	1,500	100	3,000	1,500	100.00%

PROFESSIONAL TRAININGS

The First Selectman and Department Heads will receive professional training throughout the year with KJR Consulting. These trainings provide department heads professional growth opportunities and will focus on various topics. (e.g. Building Effective Teams, Advancing Equity in the Workplace, and Running Effective Meetings).

\$

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 52,942.29	\$ 3,928.98	\$ 2,112.97	\$ 24,228.60	\$ 208.58

Notes:

FY19 was last year that attorney fees were charged to the First Selectman's budget before being moved to the Legal Budget
FY22 higher costs associated with hiring Government Relations Consultant

ECONOMIC DEVELOPMENT

The First Selectman will use these funds to promote Waterford to encourage Economic Development in the town.

- * Consultants/Professional Services
- * Travel/Hotel

\$ 3,000.00

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	1,223	1,200	356	1,200	0	0.00%

ACCOUNT JUSTIFICATION

COPIER-LEASE	RICOH	936	\$78/MONTH
PHOTO COPIER- COPIES	RICOH	240	Based on average over 3 years
COLOR COPIES	Print Shop Printing	120	Based on average over 3 years
	TOTAL	1,176	

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 1,261.40	\$ 1,397.78	\$ 990.27	\$ 1,287.89	\$ 1,223.42

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	179	230	0	329	99	43.04%

CCM Annual Conference	First Selectman	179
CCMO Certification	First Selectman	50
Miscellaneous Trainings (i.e. FOI, etc.)	Executive Assistant	100
Total		329

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
\$	205.00	\$ -	\$ -	\$ 5.00	\$ 179.00

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - BOARD OF EDUCATION
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	104	200	0	200	0	0.00%

ACCOUNT JUSTIFICATION

Reimbursements for out-of-pocket expenses to include, refreshments, training supplies,

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ 364.90	\$ 269.99	\$ 253.94	\$ -	\$ 104.22

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	504	480	473	504	24	5.00%

ACCOUNT JUSTIFICATION

Executive Assistant cellular phone (\$42/month).

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ -	\$ -	\$ -	\$ -	\$ 504.32

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53020	OTHER SUPPLIES	1,273	300	295	1,800	1,500	500.00%

ACCOUNT JUSTIFICATION

Account is used to purchase supplies for the First Selectmen's office and Board of Selectmen that are not provided by the Finance Department. Examples of supplies are name signs, meeting supplies, etc. volunteer acknowledgment, community events, elected official acknowledgement, and employee recognition.

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
\$	84.98	\$ 1,247.79	\$ 830.38	\$ 157.13	\$ 1,273.12

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53090	FUELS AND LUBRICANTS	1,802	907	408	1,000	93	10.25%

ACCOUNT JUSTIFICATION

Includes amounts for fuel and routine maintenance for the town vehicle assigned to the First Selectman.

Fuel	\$ 895.91	305 Miles budgeted at \$2.9374/mile
Maintenance	\$ 100.00	
Total	\$ 995.91	

5-year Expenditure History					
	FY19	FY20	FY21	FY22	FY23
Fuel	\$ 717.28	\$ 948.68	\$ 408.11	\$ 712.99	\$ 1,801.60
Maintenance	\$ -	\$ -	\$ -	\$ -	\$ -
	\$ 717.28	\$ 948.68	\$ 408.11	\$ 712.99	\$ 1,801.60

*Note: First Selectman was issued a hybrid vehicle that was transferred to the town's courier in FY2023. In FY2023, a surplussed police vehicle was transferred to the First Selectman (AWD SUV).

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2022-2023 ACTUAL	2023-2024 BUDGET	2023-2024 TO DATE (11/7/23)	2024-2025 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	800	0	-	(800)	-100.00%

ACCOUNT JUSTIFICATION
 No anticipated needs for FY2025.

5-year Expenditure History				
FY19	FY20	FY21	FY22	FY23
\$ -	\$ -	\$ -	\$ -	\$ -

