

**TOWN OF WATERFORD  
FY2026 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.

This budget proposal represents a **.86%** increase over the FY25 approved budget.

### **MEMBERS**

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

### **ALTERNATES**

Bert Chenard  
Doris Crum  
Joseph DiBuono

**TOWN OF WATERFORD**  
**FY2026 BUDGET REQUEST**  
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# **BUDGET SUMMARY**

## **PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2026**

### **PERSONNEL:**

|                                                     |         |
|-----------------------------------------------------|---------|
| 10110-51110-101-010-10-00-51 ADMINISTRATION         | 107,775 |
| 10110-51120-101-010-10-00-51 INSPECTION             | 310,491 |
| 10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL | 171,570 |
| 10110-51810-101-010-10-00-51 OVERTIME               | 6,164   |
| 10110-51910-101-010-10-00-51 FRINGE BENEFITS        | 2,955   |
| 10110-51920-101-010-10-00-51 F.I.C.A.               | 45,791  |

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>644,747</b> |
|--------------|----------------|

### **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 | 3,260  |
| 10110-52060-101-010-10-00-52 PRINTING                   | 450    |
| 10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES      | 200    |

|              |               |
|--------------|---------------|
| <b>TOTAL</b> | <b>44,532</b> |
|--------------|---------------|

### **MATERIALS & SUPPLIES:**

|                                                   |       |
|---------------------------------------------------|-------|
| 10110-53010-101-010-10-00-53 OFFICE SUPPLIES      | 2,450 |
| 10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS | 750   |

|              |              |
|--------------|--------------|
| <b>TOTAL</b> | <b>3,200</b> |
|--------------|--------------|

### **OFFICE EQUIPMENT:**

|                                               |   |
|-----------------------------------------------|---|
| 10110-54060-101-010-10-00-54 OFFICE EQUIPMENT | 0 |
|-----------------------------------------------|---|

|              |          |
|--------------|----------|
| <b>TOTAL</b> | <b>0</b> |
|--------------|----------|

|              |                |
|--------------|----------------|
| <b>TOTAL</b> | <b>692,479</b> |
|--------------|----------------|

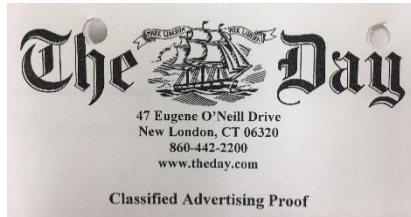
# TOWN OF WATERFORD

## FY2026 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 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 FY26, 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.

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### **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 FY26 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**

\$3,260 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.

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### **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 -\$450**

The 2026 APA National Conference will be held in Detroit, Michigan. 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 APA also offers an online option which is \$450. In an effort to assess needs versus wants, the Planning Director will attend the virtual conference in FY26. By doing so the Planning Director will have the opportunity to earn the required CM Credits for their AICP certification at a significant cost savings to the Town. The Planning Director will look in future years to attend the national conference in person when it is in a location more proximate to Waterford in order to reduce costs.

#### **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

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### **DEPARTMENT: Planning and Zoning Commission**



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.

#### **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 - \$0**

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. In an effort to assess needs versus wants, the Planner will forgo attendance of the conference in FY26. Moving forward the Planner will attend the conference on every other year in order to reduce costs.

#### **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.

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#### **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.

#### **Office Supplies Line 10110-53010**

**\$2,450 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 FY26.

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 \$900 in FY26.

#### **Fuels and Lubricants Line 10110-53090**

**\$750 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 271 Gallons at \$2.72 per gallon. \$750 is requested.

#### **Office Equipment Line 10110-54060**

**\$0 Requested**

# TOWN OF WATERFORD

## FY2026 BUDGET REQUEST

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| PLANNING DEPARTMENT<br>5 YEAR HISTORY OF EXPENDITURES      |                               |                   |                              |                  |                              |                  |                              |                  |                              |                  |
|------------------------------------------------------------|-------------------------------|-------------------|------------------------------|------------------|------------------------------|------------------|------------------------------|------------------|------------------------------|------------------|
|                                                            | FY 2024<br>ORIGINAL<br>BUDGET | FY 2024<br>ACTUAL | FY2023<br>ORIGINAL<br>BUDGET | FY2023<br>ACTUAL | FY2022<br>ORIGINAL<br>BUDGET | FY2022<br>ACTUAL | FY2021<br>ORIGINAL<br>BUDGET | FY2021<br>ACTUAL | FY2020<br>ORIGINAL<br>BUDGET | FY2020<br>ACTUAL |
| 10110-51810-101-010-10-00-51 OVERTIME                      | 6,164                         | 1,750             | 6,164                        | 1,421            | 5,139                        | 2,158            | 4,910                        | 1,907            | 5,253                        | 1,819            |
| 10110-51910-101-010-10-00-51 FRINGE BENEFITS               | 5,838                         | 2,531             | 7,955                        | 803              | 7,705                        | 3,813            | 5,687                        | 5,268            | 5,687                        | 4,119            |
| 10110-51920-101-010-10-00-51 F.I.C.A.                      | 43,478                        | 39,789            | 43,258                       | 38,907           | 41,613                       | 37,976           | 40,491                       | 37,840           | 41,778                       | 34,559           |
| <b>Total PERSONNEL</b>                                     | <b>611,808</b>                | <b>599,925</b>    | <b>608,720</b>               | <b>585,220</b>   | <b>585,567</b>               | <b>569,539</b>   | <b>569,792</b>               | <b>564,041</b>   | <b>587,893</b>               | <b>514,408</b>   |
| <b>SERVICES:</b>                                           |                               |                   |                              |                  |                              |                  |                              |                  |                              |                  |
| 10110-52010-101-010-10-00-52 ADVERTISING                   | 4,000                         | 2,739             | 4,000                        | 3,439            | 4,000                        | 3,371            | 4,000                        | 2,790            | 4,000                        | 3,835            |
| 10110-52020-101-010-10-00-52 POSTAGE                       | 450                           | 280               | 450                          | 343              | 450                          | 388              | 450                          | 436              | 450                          | 504              |
| 10110-52030-101-010-10-00-52 PROFESSIONAL FEES             | 20,000                        | 42,205            | 20,000                       | 2,768            | 20,000                       | 5,728            | 20,000                       | 7,766            | 20,000                       | 8,373            |
| 10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS     | 15,781                        | 6,460             | 15,781                       | 8,020            | 16,741                       | 6,741            | 25,764                       | 25,513           | 17,380                       | 16,783           |
| 10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCATION | 3,521                         | 3,490             | 3,371                        | 2,848            | 2,721                        | 3,195            | 4,396                        | 3,427            | 4,100                        | 2,677            |
| 10110-52060-101-010-10-00-52 PRINTING                      | 450                           | 139               | 450                          | 250              | 450                          | 187              | 450                          | 240              | 450                          | 29               |
| 10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES         | 200                           | -                 | 200                          | 0                | 200                          | 0                | 200                          | 0                | 200                          | 0                |
| <b>Total SERVICES</b>                                      | <b>44,402</b>                 | <b>55,313</b>     | <b>44,252</b>                | <b>17,668</b>    | <b>44,562</b>                | <b>19,610</b>    | <b>55,260</b>                | <b>40,172</b>    | <b>46,580</b>                | <b>32,201</b>    |
| <b>MATERIALS &amp; SUPPLIES:</b>                           |                               |                   |                              |                  |                              |                  |                              |                  |                              |                  |
| 10110-53010-101-010-10-00-53 OFFICE SUPPLIES               | 2,750                         | 1,207             | 2,750                        | 2,343            | 2,750                        | 1,732            | 2,750                        | 2,479            | 2,750                        | 2,698            |
| 10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS          | 810                           | 563               | 810                          | 746              | 595                          | 465              | 765                          | 266              | 800                          | 480              |
| <b>Total MATERIALS &amp; SUPPLIES</b>                      | <b>3,560</b>                  | <b>1,770</b>      | <b>3,560</b>                 | <b>3,089</b>     | <b>3,345</b>                 | <b>2,197</b>     | <b>3,515</b>                 | <b>2,745</b>     | <b>3,550</b>                 | <b>3,178</b>     |
| <b>OFFICE EQUIPMENT:</b>                                   |                               |                   |                              |                  |                              |                  |                              |                  |                              |                  |
| 10110-54060-101-010-10-00-54 OFFICE EQUIPMENT              | 1,440.00                      | 272               | 1,440                        | 0                | 1,440                        | 108              | 700                          | 286              | 730                          | 741              |
| <b>Total OFFICE EQUIPMENT</b>                              | <b>1,440.00</b>               | <b>272</b>        | <b>1,440</b>                 | <b>0</b>         | <b>1,440</b>                 | <b>108</b>       | <b>700</b>                   | <b>286</b>       | <b>730</b>                   | <b>741</b>       |
| <b>TOTAL</b>                                               | <b>661,210</b>                | <b>657,280</b>    | <b>657,972</b>               | <b>605,977</b>   | <b>634,914</b>               | <b>591,454</b>   | <b>629,267</b>               | <b>607,244</b>   | <b>638,753</b>               | <b>550,528</b>   |