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	2023/2024 BD OF SELECTMEN APPROVED (1/31/24)	2024/2025 BD OF FINANCE APPROVED (3/14/24)	BOF Approved $ Increase	BOF Approved % Increase
PERSONNEL COSTS										
51010	FIRST SELECTMAN	110,535	109,305		53,534	113,176	113,176	113,176	3,871	3.54%
51020	OTHER SELECTMEN	3,909	3,711		1,897	3,843	3,843	3,843	132	3.56%
51110	ADMINISTRATION	71,395	74,297		29,883	67,070	67,070	67,070	-7,227	-9.73%
51210	CLERICAL/TECHNICAL	0	75		0	0	0	0	-75	-100.00%
51920	F.I.C.A	14,013	14,400		6,252	14,083	14,083	14,083	-317	-2.20%
	SUBTOTAL	**199,852**	**201,788**	**0**	**91,566**	**198,172**	**198,172**	**198,172**	**-3,616**	**-1.79%**
SERVICES										
52010	ADVERTISING	23	100		0	100	100	100	0	0.00%
52020	POSTAGE	64	100		19	100	100	100	0	0.00%
52030	PROFESSIONAL FEES	209	1,500		100	3,000	3,000	3,000	1,500	100.00%
52040	SERVICE CONT & REPAIRS	1,223	1,200		512	1,200	1,200	1,200	0	0.00%
52050	DUES, CONF., & EDUCATION	179	230		0	329	329	329	99	43.04%
52070	REIMBURSABLE EXPENSE	104	200		0	200	200	200	0	0.00%
52080	TELEPHONE	504	480		555	504	504	504	24	5.00%
	SUBTOTAL	**2,306**	**3,810**	**0**	**1,186**	**5,433**	**5,433**	**5,433**	**1,623**	**42.60%**
MATERIALS & SUPPLIES										
53020	OTHER SUPPLIES	1,273	300		310	1,800	1,800	1,800	1,500	500.00%
53090	FUELS & LUBRICANTS	1,802	907		777	1,000	1,000	1,000	93	10.25%
	SUBTOTAL	**3,075**	**1,207**	**0**	**1,087**	**2,800**	**2,800**	**2,800**	**1,593**	**131.98%**
FURNITURE										
54010	OFFICE FURNITURE	0	800		0	0		0	-800	-100.00%
	SUBTOTAL	**0**	**800**	**0**	**0**	**0**	**0**	**0**	**-800**	**-100.00%**
DEPARTMENT TOTAL		**205,233**	**207,605**	**0**	**93,839**	**206,405**	**206,405**	**206,405**	**-1,200**	**-0.58%**

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/FIRST SELECTMAN ($113,176)
  This is an increase of $3,871 from FY24 approved salary per the RTM approved percentage after NUMP raises approved.

- 51020– ELECTED/OTHER SELECTMEN ($3,843)
  This is an increase $132 based on FY24 actuals and approved salary increases. Raises per the RTM approved percentage after NUMP raises approved.
  2nd Selectman ($1,921.50)
  3rd Selectman ($1,921.50)

- 51110 – ADMINISTRATION ($67,070)
  This is a decrease of $7,227 based on FY24 actuals and approved salary increases.
  There is one FT Executive Assistant $57,865.27 who works 40 hours a week.
  There is one PT Executive Assistant $9,204.23 who covers call outs and scheduled time off for FT Executive Assistant

- 51210 – CLERICAL AND TECHNICAL ($0)
  This is a decrease of $75. No funds needed for FY25. The PT/Fill-In Executive Assistant will cover this need if it arises.

- 51920 – FICA ($14,083)
  Budget request based on requested salaries and is a decrease of $317.

  Subtotal: $198,172

SERVICES

- 52010 – ADVERTISING ($100)
  FY25 request remains flat.

- 52020 – POSTAGE ($100)
  FY25 request remains flat.

- 52030 – PROFESSIONAL FEES ($3000)
  This request reflects a $1500 increase. FY25 request includes funds for economic development for the First Selectman to work with the Planning Director and Economic Development Commission in bringing new initiatives and development to the town.

- 52040 – SERVICE CONTRACTS & REPAIR ($1,200)
  FY25 request remains flat.

- 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 $1500 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

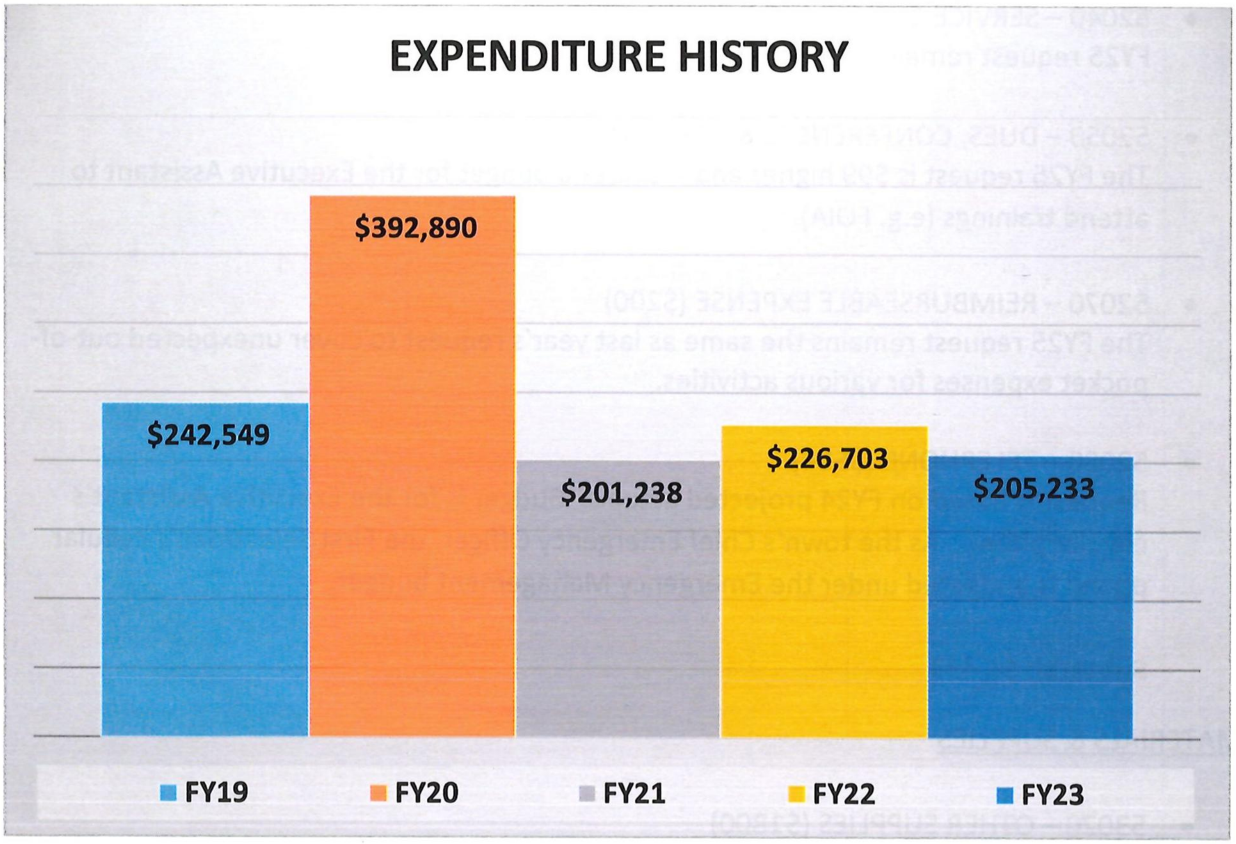
FURNITURE

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

Subtotal: $0

Department Total: $206,405

EXPENDIUTRE 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. $ 3,000.00

* Consultants/Professional Services
* Travel/Hotel

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	Executive Assistant		100
(i.e. FOI, etc.)		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 purhase 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 offiical 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 tr ferred to the town's courier in FY2023. In FY2023, a surplussed police vehichle 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
$ -	$ -	$ -	$ -	$ -

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 01 BOARD OF SELECTMEN
2024-2025 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY25	SALARY 2023/2024	SALARY 2024/2025	LONGEVITY FY25	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.IC.A)
51010 - ELECTED OFFICIAL								
4/7/2015	CHIEF EXECUTIVE	FT	N/A	111,350.20	113,175.86	N/A	113,175.86	8,657.95
	TOTALS			**111,350.20**	**113,175.86**	**0.00**	**113,175.86**	**8,657.95**
51020 - ELECTED OFFICIAL								
04/10/23	OTHER SELECTMEN	PT	N/A	1,897.44	1,921.20	N/A	1,921.20	146.97
02/10/23	OTHER SELECTMEN	PT	N/A	1,897.44	1,921.20	N/A	1,921.20	146.97
	TOTALS			**3,794.88**	**3,842.40**	**0.00**	**3,842.40**	**293.94**
51110 - ADMINISTRATIVE								
02/27/23	EXECUTIVE ASSISTANT	FT	N/A	56,237.48	57,865.27	$ -	57,865.27	4,426.69
04/13/23	EXECUTIVE ASSISTANT	PT (7 HRS)	$ 27.71	9,838.92	9,204.23	$ -	9,204.23	704.12
	TOTALS			**66,076.40**	**67,069.50**	**0.00**	**67,069.50**	**5,130.82**
51210 - CLERICAL/TECHNICAL								
	TOTALS			**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
51810 - OVERTIME				**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
51910 - FRINGE/F.I.C.A.							**0.00**	**0.00**
TOTALS				**181,221.48**	**184,087.76**	**0.00**	**184,087.76**	**14,082.71**
BUDGET TOTAL W/F.I.C.A							**198,170.48**	

FIRST SECTMAN
Cellular Telephone Expense History
Executive Assistant: Number 860-237-7411

Carrier	Date	Amount
VERIZON	8/3/23	$390.95
VERIZON	9/13/23	$41.21
VERIZON	10/11/23	$41.04
VERIZON	11/7/23	$41.07
VERIZON	12/7/23	$41.07
VERIZON	1/4/24	$41.07
VERIZON	2/28/24	$41.08
VERIZON	3/14/24	$41.08
VERIZON		
VERIZON		
VERIZON		
VERIZON		
ACTUAL - 2023/2024		**$678.57**

Carrier	Date	Amount
VERIZON	2/3/23	$228.58
VERIZON	3/1/23	$70.83
VERIZON	3/16/23	$41.00
VERIZON	4/11/23	$41.00
VERIZON	5/11/23	$40.97
VERIZON	5/22/23	$40.97
VERIZON	7/6/23	$40.97
ACTUAL - 2022/2023		**$504.32**