

**TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET**

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS								
51010	ELECTED OFFICIALS	92,352	92,707			93,033	326	0.35%
51110	ADMINISTRATION	77,042	79,084			68,005	(11,079)	-14.01%
51210	CLERICAL/TECHNICAL	54,481	54,759			42,879	(11,880)	-21.70%
51810	OVERTIME	0	100			100	0	0.00%
51920	F.I.C.A	15,505	17,339			15,608	(1,731)	-9.98%
	SUBTOTAL	239,380	243,989	0	0	219,625	(24,364)	-9.99%
SERVICES								
52010	ADVERTISING	1,299	1,300			1,600	300	23.08%
52020	POSTAGE	3,245	2,500			3,200	700	28.00%
52030	PROFESSIONAL FEES	0				0	0	0.00%
52040	SERVICE CONT. & REPAIR	0				0	0	0.00%
52050	DUES, CONF. & EDUCATION	850	850			850	0	0.00%
52060	PRINTING	0				0	0	0.00%
52070	REIMBURSABLE EXPENSE	0				0	0	0.00%
52180	VITAL STATISTICS	28	250			100	(150)	-60.00%
52510	RENTAL OF EQUIPMENT	25,155	24,000			24,000	0	0.00%
	SUBTOTAL	30,577	28,900	0	0	29,750	850	2.94%
MATERIALS & SUPPLIES								
53010	OFFICE SUPPLIES	0				0	0	0.00%
53020	OTHER SUPPLIES	0				0	0	0.00%
53270	ORDINANCES	1,159	1,450			1,450	0	0.00%
53280	ELECTION MATERIALS	1,049	1,400			1,400	0	0.00%
53290	MICROFILM SUPPLIES	0				0	0	0.00%
	SUBTOTAL	2,208	2,850	0	0	2,850	0	0.00%
OFFICE EQUIPMENT								
54060	OFFICE EQUIPMENT	0				0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0.00%
DEPARTMENT TOTAL		272,165	275,739	0	0	252,225	(23,514)	-8.53%

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



To: Board of Selectmen
Director of Finance, Kimberly Allen
From: David L. Campo, CCTC
Waterford Town Clerk & Registrar of Vital Statistics
Date: December 09, 2022

I have attached the budget request for the Town Clerk's Office for the Fiscal Year 2023/2024 for your review and approval of the Board of Selectmen. The Director of Finance has reviewed the budget and supporting documents.

My intention is to be as accurate and transparent as possible. If you have any questions, require additional information or wish to review this budget in part or in its entirety, please feel free to contact me before the Board of Selectmen meeting in February of 2023.

David L. Campo, CCTC
Waterford Town Clerk

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



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**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET FUNCTION

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



FY2024 BUDGET SUMMARY

The Town Clerk's budget is completed in a zero-based budgeting format. All items are reviewed for appropriateness annually. The Operating Budget for FY24 is submitted for your review in the amount of \$252,225. This represents a decrease of 8.5%. The primary reason for the decrease is due to the reduction in the Personnel Costs Line, resulting from a retirement and changes to personnel. It is expected that absentee ballots will continue to put stress on the budgetary needs of this department. It is unknown how early voting may affect the needs of this department.

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

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



It is worth noting that this office did not collect fees for 131 recordings from the Tax Collector. Nor were fees collected for 46 recordings by the town attorney on behalf of the town. Those recordings, in fact, actually cost this department \$805.35 (\$4.55/recording per Avenu contract) in FY22.

The department continues to operate in the black which it has every year since FY96. Revenues returned to the general fund in FY22 totaled \$708,336 and actual expenditures totaled \$277,664. A net income for the town was realized in the amount of \$430,672, a decrease of 15.6%. The decrease was expected as this still represents the second highest year for revenues. I expect revenues to continue to fall as they were greatly inflated over past years due to a unique real estate and refinancing market.

As did my predecessor, I will continue to tap into the two town clerk revenue funds keeping many Line Items to \$1.00. We have moved land records to an online format, while still maintaining hard copies. The records are easily maintained and distributed creating a user friendly town clerk's office. We now go back to 1992 and will be another one to two years back by the end of FY23. Line Item 101-21036 [CGS 7-34a(d)] can be used for the "preservation and management of historic documents". The purchase of commission, board and elected officials tracking software will be purchased out of one of the two revenue funds. The approved activities are defined in CGS 11-8j (attached). Also pursuant to CGS 7-34a(d) is the Historic Documents Preservation Program administered by the Public Records Administrator. Annual grants range between \$3,000 and \$5,500. The most recent grant was approved, in the amount of \$5,500. The use of these funds is summarized at the end of the budget packet.

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



BUDGET EXPLANATION BY CATEGORY

PERSONNEL COSTS (51000 Series)

\$219,625 -9.8%

A sharp decrease was seen due to the retirement of Deputy Clerk Mary Thompson. The Deputy and Assistant position were both filled at a lower cost. The Town and the GGA bargaining group have not settled a contract as of December 9, 2022 leaving that salary line flat. The elected officials (Town Clerk) rate had a slight increase.

SERVICES (52000 Series)

10109-52010: ADVERTISING

\$1600 23%

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

Expenditures from Revenue Funds: FY21: \$0; FY20: \$307

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

10109-52020: POSTAGE

\$3200 28%

Primarily this includes the returning of deeds, mortgages, and similar legal documents as well as postage for, vital statistics to other towns, dog license notifications, correspondence, absentee ballots, etc. The primary reason for the increase is an expectation that the demand for absentee ballots will be higher than past municipal elections. I do not expect state funds to assist with municipal election costs. We will continue to use email and interoffice mail whenever appropriate. This increase accommodates the fact that the elector is more comfortable with the absentee ballot process, but does not accommodate a change similar to that during the 2020 Election when applications were sent to every voter or 2021 when the DTC sent applications to a large number of electors. Any additional nominal postage needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-52030: PROFESSIONAL FEES

\$0 0%

This includes the costs of off-site storage of original records, indexing of dog licenses, Info Shred LLC Storage, archival film storage, uploading the land records to US Land Records, CD tag and link of survey maps, microfilming and scanning of maps, OnBoard - commission and board membership tracking software and like activities. The process of uploading the land records to US Land Records is of highest priority. Rough estimate: \$12,100. These items will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds. Request the Line Item remain open, however.

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

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

10109-52040: SERVICE CONTRACTS & REPAIR

\$0 0%

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

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

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

10109-52050: DUES, CONFERENCES, AND EDUCATION

\$850 0%

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

Expenditures from Revenue Funds: FY21: \$0; FY20: \$0; FY19: \$0; FY18: \$100; FY17: \$810

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

TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK



10109-52060: PRINTING

\$0 0%

Dog license notices, color copies, tag envelopes, tags (Dept. of Agriculture), and all other printing projects will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Estimate: \$250. Some savings may be realized with in-house printing. Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: \$187, FY20: \$84; FY19: \$176; FY18: \$190; FY17: \$211

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

10109-52070: REIMBURSABLE EXPENSES

\$0 0%

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

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

10109-52180: VITAL STATISTICS

\$100 0%

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

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

10109-52510: RENTAL OF EQUIPMENT

\$24,000 0%

Contract with Avenu with optical imaging of Land Records which includes equipment and service, training, binders, and associated programming used for indexing and printing of land records and vital records. Survey maps, dog licenses, imaging, printing and microfilming of land records, which are included in the Avenu contract, will be paid out of Line Item 101-21039 [CGS 7-34a(e)] and treated as professional fees. Even though I experienced a spike in FY21 and FY22 I have not asked for an increase as I along with other Town Clerk's feel it was a result of a unique real estate market. The proposed budget request of \$24,000 is the majority of the contract price (20/20 Perfect Vision System) calculated at \$4.55/unit price (i.e., per recording). Any additional nominal Rental of Equipment needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

PAST YEARS EXP. FY22: \$25,155; FY21 \$27,696; FY20: \$21,098; FY19: \$20,299; FY18: \$24,072; FY17: 26,292; FY16: \$31,670; FY15: \$29,060

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



TOTAL SERVICES (52000 SERIES)

TOTAL \$29,750 2.9%

FY22 Approved budget amount of \$28,904

MATERIALS & SUPPLIES: 53000 SERIES

10109-53010: OFFICE SUPPLIES

\$0 0%

Materials of a non-standard nature, including labels, specialty envelopes, toner, binders, specialty stamps, archival paper, etc., will be paid out of Line Item 101-21039 [CGS 7-34a(e)], one of two Revenue Funds. Rough estimate (including Other Supplies below): \$1,900.

Request the Line Item remain open, however.

Expenditures from Revenue Funds: FY21: 2,056, FY20: \$1505; FY19: \$1048; FY18: \$1,607; FY17: \$1,951.

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

10109-53020: OTHER SUPPLIES

\$0 0%

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

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

10109-53270: ORDINANCES

\$1450 0%

Publication of supplements to the Waterford Code of Ordinances required by CGS 7-148a, by Municipal Code Corporation, including annual internet maintenance/storage fee, administration fee, annual supplement, code online info base supplement, online updates during year, and shipping. I have budgeted for \$950 towards fees and an additional estimate of \$250 per projected change. Any additional nominal Ordinances needs will be paid out of Line Item 101-21039 [CGS 7-34a(e)] or Line Item 101-21036 [CGS 7-34a(d)], the two Revenue Funds.

Expenditures from Revenue Funds: FY21: \$250; FY20: \$0; FY19: \$100 FY18: \$0; FY17: \$1,560

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

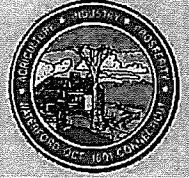
10109-53280: ELECTION SUPPLIES

\$1400 100%

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

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

**TOWN OF WATERFORD
FY2024 BUDGET REQUEST
DEPARTMENT: TOWN CLERK**



10109-53290: MICROFILM SUPPLIES

\$0 0%

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

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

**TOTAL MATERIAL & SUPPLIES (53000 Series)
FY22 Approved budget amount of \$2,153**

TOTAL \$2,850 0%

OFFICE EQUIPMENT (54000 Series)

10109-54060: OFFICE EQUIPMENT

\$0 0%

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

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

TOWN OF WATERFORD
GENERAL FUND
2023 - 2024 PROPOSED BUDGET

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2021/2022 ACTUAL EXPENDED	2022/2023 RTM APPROP.	2022/2023 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/23	2023/2024 DEPT/ AGENCY REQUEST	2023/2024 FIRST SELECTMAN RECOMMENDS	2023/2024 RECOMMENDED BD OF SELECTMEN	2023/2024 BOARD OF FINANCE REDUCTIONS	2023/2024 RECOMMENDED BD OF FINANCE	2023/2024 RTM CUTS	2023/2024 RTM APPROVED
PERSONNEL COSTS												
51010	ELECTED OFFICIALS	92,352	92,707			93,033				0		0
51110	ADMINISTRATION	77,042	79,084			68,005				0		0
51210	CLERICAL/TECHNICAL	54,481	54,759			42,879				0		0
51810	OVERTIME	0	100			100				0		0
51920	F.I.C.A	15,505	17,339			15,608				0		0
	SUBTOTAL	239,380	243,989	0	0	219,625	0	0	0	0	0	0
SERVICES												
52010	ADVERTISING	1,299	1,300			1,600				0		0
52020	POSTAGE	3,245	2,500			3,200				0		0
52030	PROFESSIONAL FEES	0				0				0		0
52040	SERVICE CONT. & REPAIR	0				0				0		0
52050	DUES, CONF. & EDUCATION	850	850			850				0		0
52060	PRINTING	0				0				0		0
52070	REIMBURSABLE EXPENSE	0				0				0		0
52180	VITAL STATISTICS	28	250			100				0		0
52510	RENTAL OF EQUIPMENT	25,155	24,000			24,000				0		0
	SUBTOTAL	30,577	28,900	0	0	29,750	0	0	0	0	0	0
MATERIALS & SUPPLIES												
53010	OFFICE SUPPLIES	0				0				0		0
53020	OTHER SUPPLIES	0				0				0		0
53270	ORDINANCES	1,159	1,450			1,450				0		0
53280	ELECTION MATERIALS	1,049	1,400			1,400				0		0
53290	MICROFILM SUPPLIES	0				0				0		0
	SUBTOTAL	2,208	2,850	0	0	2,850	0	0	0	0	0	0
OFFICE EQUIPMENT												
54060	OFFICE EQUIPMENT	0				0		0		0		0
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0	0
DEPARTMENT TOTAL		272,165	275,739	0	0	252,225	0	0	0	0	0	0

TOWN OF WATERFORD
GENERAL FUND
5 YEAR LOOK BACK

DEPT/AGENCY:

10109

TOWN CLERK

LINE ITEM	DESCRIPTION	2021/2022 ORIGINAL BUDGET	2021/2022 ACTUAL EXPENDED	2020/2021 ORIGINAL BUDGET	2020/2021 ACTUAL EXPENDED	2019/2020 ORIGINAL BUDGET	2019/2020 ACTUAL EXPENDED	2018/2019 ORIGINAL BUDGET	2018/2019 ACTUAL EXPENDED	2017/2018 ORIGINAL BUDGET	2017/2018 ACTUAL EXPENDED
PERSONNEL COSTS											
51010	ELECTED OFFICIALS	92707	92,352	90,908	91,269	89,300	89,987	87,122	87,121	85,413	85,413
51110	ADMINISTRATION	73966	77,042	73,307	75,359	73,307	73,966	71,518	71,518	66,673	69,431
51210	CLERICAL/TECHNICAL	54957	54,481	51,720	53,854	51,720	52,166	48,627	50,629	48,877	49,615
51810	OVERTIME	100	0	100	0	100	0	100	0	100	0
51920	F.I.C.A	16962	15,505	16,527	15,348	16,405	15,181	15,864	14,903	15,374	14,812
	SUBTOTAL	238692	239,380	232,562	235,830	230,832	231,300	223,231	224,171	216,337	219,270
SERVICES											
52010	ADVERTISING	1,300	1,299	1,000	0	1,300	1,299	1,200	1,554	1,300	1,264
52020	POSTAGE	2,500	3,245	2,900	3,315	2,600	2,556	2,900	2,592	2,400	2,417
52030	PROFESSIONAL FEES	1	0	1	0	1	0	1	0	1	0
52040	SERVICE CONT. & REPAIR	1	0	1	0	1	0	1	0	1	0
52050	DUES, CONF. & EDUCATION	850	850	850	610	850	675	850	680	850	850
52060	PRINTING	1	0	1	0	1	0	1	0	1	0
52070	REIMBURSABLE EXPENSE	1	0	1	0	1	0	1	0	1	0
52180	VITAL STATISTICS	250	28	250	238	250	250	250	228	250	250
52510	RENTAL OF EQUIPMENT	24,000	25,155	25,000	27,696	27,000	27,000	29,000	20,299	29,000	24,071
	SUBTOTAL	28,904	30,577	30,004	31,859	32,004	31,780	34,204	25,353	33,804	28,852
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	1	0	1	0	1	0	1	0	1	0
53020	OTHER SUPPLIES	1	0	1	0	1	0	1	0	1	0
53270	ORDINANCES	1,450	1,159	1,450	1,450	1,850	1,621	1,850	1,849	2,200	1,135
53280	ELECTION MATERIALS	700	1,049	1,400	0	1,000	491	1,000	1,341	700	462
53290	MICROFILM SUPPLIES	1	0	1	0	1	0	1	0	1	0
	SUBTOTAL	2,153	2,208	2,853	1,450	2,853	2,112	2,853	3,190	2,903	1,597
OFFICE EQUIPMENT											
54060	OFFICE EQUIPMENT	1	0	1,890	1,890	1	0	1	0	4,620	4,603
	SUBTOTAL		0	1,890	1,890	1	0	1	0	4,620	4,603
DEPARTMENT TOTAL											
		269,750	272,165	267,309	271,029	265,690	265,192	260,289	252,714	257,664	254,322

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 09 TOWN CLERK
2023-2024 FISCAL YEAR

LINE 51920

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY24	SALARY 2022/2023	SALARY 2023/2024	LONGEVITY FY24	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
51010 - ELECTED OFFICIAL								
1/4/2016	TOWN CLERK	40	N/A	93,032.68	93,032.68	N/A	93,032.68	7,117.00
	TOTALS			93,032.68	93,032.68	0.00	93,032.68	7,117.00
51110 - ADMINISTRATION								
01/17/06	DEPUTY TOWN CLERK	35	N/A	66,999.92	66,999.92	\$ 1,005.00	68,004.92	5,202.38
	TOTALS			66,999.92	66,999.92	1,005.00	68,004.92	5,202.38
51210 - CLERICAL/TECHNICAL								
10/03/22	ADMINISTRATIVE ASSISSTANT I	35	\$ 23.5594	41,254.61	42,878.19	\$ -	42,878.19	3,280.18
	TOTALS			41,254.61	42,878.19	0.00	42,878.19	3,280.18
51810 - OVERTIME								
	FRINGE F.I.C.A.					100.00	100.00	7.65
	TOTALS			201,287.21	202,910.79	1,105.00	204,015.79	15,607.21
BUDGET TOTAL W/F.I.C.A							219,623.00	

WORKDAYS 2023/2024

260

WEEKS TO BUDGET

52

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
101 GENERAL FUND							
10109 TOWN CLERK							
51010 ELECTED OFFICIALS							
10109 51010	ELECTED OFFICIALS						
92,707.00	92,352.00	92,351.71	10,261.30	0.00	0.29	100.0%	
51110 ADMINISTRATION							
10109 51110	ADMINISTRATION						
73,966.00	77,043.00	77,042.02	8,393.01	0.00	0.98	100.0%	
51210 CLERICAL AND TECHNICAL							
10109 51210	CLERICAL AND TECHNICAL						
54,957.00	54,481.00	54,480.69	6,001.38	0.00	0.31	100.0%	
51810 OVERTIME							
10109 51810	OVERTIME						
100.00	100.00	0.00	0.00	0.00	100.00	.0%	
51920 F.I.C.A.							
10109 51920	F.I.C.A.						
16,962.00	15,506.00	15,505.01	1,717.45	0.00	0.99	100.0%	
52010 ADVERTISING							
10109 52010	ADVERTISING						
1,300.00	1,300.00	1,299.35	25.30	0.00	0.65	100.0%	
52020 POSTAGE							
10109 52020	POSTAGE						
2,500.00	3,245.00	3,244.88	210.97	0.00	0.12	100.0%	

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK		YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
ORIGINAL APPROP	REVISED BUDGET						
52030 PROFESSIONAL FEES							
10109 52030	PROFESSIONAL FEES						
1.00	1.00	0.00	0.00	0.00	1.00	.0%	
52040 SERVICE CONT AND REPAIRS							
10109 52040	SERVICE CONT. AND REPAIRS						
1.00	1.00	0.00	0.00	0.00	1.00	.0%	
52050 DUES CONFER							
10109 52050	DUES, CONFERENCES & EDUCAT						
850.00	850.00	850.00	0.00	0.00	0.00	100.0%	
52060 PRINTING							
10109 52060	PRINTING						
1.00	1.00	0.00	0.00	0.00	1.00	.0%	
52070 REIMBURSABLE EXPENSES							
10109 52070	REIMBURSABLE EXPENSES						
1.00	1.00	0.00	0.00	0.00	1.00	.0%	
52180 VITAL STATISTICS							
10109 52180	VITAL STATISTICS						
250.00	28.00	28.00	0.00	0.00	0.00	100.0%	
52510 RENTAL OF EQUIPMENT							
10109 52510	RENTAL OF EQUIPMENT						
24,000.00	24,000.00	25,154.70	5,878.60	0.00	-1,154.70	104.8%*	
53010 OFFICE SUPPLIES							
10109 53010	OFFICE SUPPLIES						
1.00	1.00	0.00	0.00	0.00	1.00	.0%	

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK							
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED		
53020 OTHER SUPPLIES								
10109 53020	OTHER SUPPLIES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
53270 ORDINANCES								
10109 53270	ORDINANCES							
1,450.00	1,159.00	1,158.89	0.00	0.00	0.11	100.0%		
53280 ELECTION MATERIALS								
10109 53280	ELECTION MATERIALS							
700.00	1,050.00	1,049.03	0.00	0.00	0.97	99.9%		
53290 MICROFILM SUPPLIES								
10109 53290	MICROFILM SUPPLIES							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
54060 OFFICE EQUIPMENT								
10109 54060	OFFICE EQUIPMENT							
1.00	1.00	0.00	0.00	0.00	1.00	.0%		
TOTAL TOWN CLERK								
269,750.00	271,122.00	272,164.28	32,488.01	0.00	-1,042.28	100.4%		
TOTAL GENERAL FUND								
269,750.00	271,122.00	272,164.28	32,488.01	0.00	-1,042.28	100.4%		

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FOR 2022 12

ACCOUNTS FOR: 09		TOWN CLERK						
	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
293 CT STATE LIBRARY TARGETED GRAN								
29309 CT STATE LIBRARY TARGETED GRAN								
52030 PROFESSIONAL FEES								
29309 52030		PROFESSIONAL FEES						
	0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%*	
TOTAL CT STATE LIBRARY TARGETED G	0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%	
TOTAL CT STATE LIBRARY TARGETED G	0.00	0.00	5,500.00	0.00	0.00	-5,500.00	100.0%	
TOTAL TOWN CLERK	269,750.00	271,122.00	277,664.28	32,488.01	0.00	-6,542.28	102.4%	
TOTAL EXPENSES	269,750.00	271,122.00	277,664.28	32,488.01	0.00	-6,542.28		

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101-000-00-00-000-21036	HISTORIC DOCUMENTS PRESERVATIO				\$ (15,305.36)				
*1		204 GCR	7/15/2021	TOWN CLERK 0701-070921	\$	-	\$ 148.00	\$ (148.00)	
*1		355 GCR	7/22/2021	TOWN CLERK 0712-071621	\$	-	\$ 126.00	\$ (274.00)	
*1		407 GCR	7/29/2021	TOWN CLERK 0719-072321	\$	-	\$ 138.00	\$ (412.00)	
*1		504 GCR	7/31/2021	TOWN CLERK 0726-073021	\$	-	\$ 158.00	\$ (570.00)	
*1		504 GCR	7/31/2021	TOWN CLERK 071321 RETURN CK	\$	-	\$ 2.00	\$ (572.00)	
*2		48 GCR	8/6/2021	ACH TOWN CLERK 080621	\$	-	\$ 2.00	\$ (574.00)	
*2		137 GCR	8/13/2021	TOWN CLERK 0802-080621	\$	-	\$ 90.00	\$ (664.00)	
*2		217 GCR	8/20/2021	TOWN CLERK 0809-081321	\$	-	\$ 144.00	\$ (808.00)	
*2		264 GCR	8/26/2021	CT TOWN CLERK IRS MISC PAY	\$	-	\$ 2.00	\$ (810.00)	
*2		266 GCR	8/27/2021	TOWN CLERK 0816-082021	\$	-	\$ 114.00	\$ (924.00)	
*2		311 GCR	8/31/2021	TOWN CLERK 0830-083121	\$	-	\$ 46.00	\$ (970.00)	
*2		311 GCR	8/31/2021	TOWN CLERK 0823-082721	\$	-	\$ 160.00	\$ (1,130.00)	
*2		311 GCR	8/31/2021	TOWN CLERK ACH	\$	-	\$ 2.00	\$ (1,132.00)	
*3		98 GCR	9/10/2021	TOWN CLERK 0901-090321	\$	-	\$ 50.00	\$ (1,182.00)	
*3		159 GCR	9/17/2021	TOWN CLERK 0907-091021	\$	-	\$ 90.00	\$ (1,272.00)	
*3		230 GCR	9/24/2021	TOWN CLERK 0913-091721	\$	-	\$ 118.00	\$ (1,390.00)	
*3		288 GCR	9/30/2021	TOWN CLERK 0920-092421	\$	-	\$ 168.00	\$ (1,558.00)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092321	\$	-	\$ 2.00	\$ (1,560.00)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092721	\$	-	\$ 2.00	\$ (1,562.00)	
*3		313 GCR	9/30/2021	SEPT TOWN CLERK 09/27-09/30/21	\$	-	\$ 108.00	\$ (1,670.00)	
*4		125 GEN	10/19/2021	101521 TOWN CLERK 10/01-10/08/21	\$	-	\$ 166.00	\$ (1,836.00)	
*4		195 GCR	10/22/2021	102221 TOWN CLERK 10/12-10/15/21	\$	-	\$ 130.00	\$ (1,966.00)	
*4		196 GCR	10/19/2021	101921 TOWN CLERK 101921 IRS	\$	-	\$ 2.00	\$ (1,968.00)	
*4		278 GCR	10/29/2021	CLERK 10/18-10/22	\$	-	\$ 94.00	\$ (2,062.00)	
*4		278 GCR	10/29/2021	CLERK ACH 10/26/21	\$	-	\$ 2.00	\$ (2,064.00)	
*4		311 GCR	10/31/2021	10521 TOWN CLERK 1025-102921	\$	-	\$ 146.00	\$ (2,210.00)	
*5		131 GCR	11/12/2021	TOWN CLERK 111221	\$	-	\$ 156.00	\$ (2,366.00)	
*5		208 GCR	11/19/2021	TC ACH IRS BSV#60154-013	\$	-	\$ 2.00	\$ (2,368.00)	
*5		210 GCR	11/23/2021	TC 112321	\$	-	\$ 132.00	\$ (2,500.00)	
*5		227 GCR	11/23/2021	TC ACH IRS BSV#60154-0134723	\$	-	\$ 2.00	\$ (2,502.00)	
*5		233 GCR	11/30/2021	TC 112321	\$	-	\$ 160.00	\$ (2,662.00)	
*5		254 GCR	11/30/2021	113021 TOWN CLERK 11/22-11/30/21	\$	-	\$ 158.00	\$ (2,820.00)	
*6		22 GCR	12/3/2021	TC 120321	\$	-	\$ 158.00	\$ (2,978.00)	
*6		41 GRV	12/3/2021	113021 ORIGINAL JNL NOT FOUND	\$	158.00	\$ -	\$ (2,820.00)	
*6		101 GCR	12/8/2021	TC ACH IRS BSV#60154-013 487	\$	-	\$ 2.00	\$ (2,822.00)	
*6		102 GCR	12/10/2021	TC 120721	\$	-	\$ 52.00	\$ (2,874.00)	
*6		109 API	12/10/2021	001852 43232 ADKINS PRINTING	\$	213.54	\$ -	\$ (2,660.46)	
*6		126 GCR	12/14/2021	TC ACH111021 IRS-#60154-0134	\$	-	\$ 2.00	\$ (2,662.46)	
*6		174 GCR	12/17/2021	TC 12/6-10/21	\$	-	\$ 106.00	\$ (2,768.46)	
*6		179 API	12/23/2021	001852 43544 ADKINS PRINTING	\$	40.00	\$ -	\$ (2,728.46)	
*6		203 GCR	12/23/2021	TC 12/13-12/17/21	\$	-	\$ 108.00	\$ (2,836.46)	
*6		262 GCR	12/30/2021	TC 12/20-12/23/21	\$	-	\$ 100.00	\$ (2,936.46)	
*6		288 GCR	12/31/2021	TC 12/27-12/30/21 DEC 01/07/	\$	-	\$ 96.00	\$ (3,032.46)	
*7		98 GCR	1/14/2022	TC 01/03-01/07/22	\$	-	\$ 118.00	\$ (3,150.46)	
*7		165 GCR	1/21/2022	TC 1/10-1/14/22	\$	-	\$ 132.00	\$ (3,282.46)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*7		243 GCR	1/28/2022	TC 01/18-01/21/22	\$	-	\$ 98.00	\$ (3,380.46)	
*7		277 GCR	1/31/2022	TC 1/24-1/31/22 DEP 020422	\$	-	\$ 178.00	\$ (3,558.46)	
*8		87 GCR	2/11/2022	021122 TOWN CLERK 0201-020422	\$	-	\$ 108.00	\$ (3,666.46)	
*8		95 GEN	2/1/2022	GB12 NC RTN CK #50486 GUILFORD SA	\$	2.00	\$ -	\$ (3,664.46)	
*8		143 GCR	2/18/2022	TC 0207-021122	\$	-	\$ 122.00	\$ (3,786.46)	
*8		206 GCR	2/25/2022	TC 0214-021822	\$	-	\$ 114.00	\$ (3,900.46)	
*8		210 GCR	2/28/2022	TC 022822 DEP 030122	\$	-	\$ 2.00	\$ (3,902.46)	
*8		220 GCR	2/28/2022	TC 0222-022822 DEP 030422	\$	-	\$ 124.00	\$ (4,026.46)	
*8		228 GCR	2/16/2022	TC ACH 021122 REF IRS 310	\$	-	\$ 2.00	\$ (4,028.46)	
*9		12 API	3/4/2022	001852 45333 ADKINS PRINTING	\$	157.79	\$ -	\$ (3,870.67)	
*9		12 API	3/4/2022	001852 45334 ADKINS PRINTING	\$	633.95	\$ -	\$ (3,236.72)	
*9		12 API	3/4/2022	002571 45594 STUDIO 33 LLC	\$	200.00	\$ -	\$ (3,036.72)	
*9		121 GCR	3/11/2022	TC 0301-030422	\$	-	\$ 88.00	\$ (3,124.72)	
*9		149 GCR	3/11/2022	TC ACH 031122	\$	-	\$ 2.00	\$ (3,126.72)	
*9		151 GCR	3/18/2022	TC 0307-031122	\$	-	\$ 128.00	\$ (3,254.72)	
*9		210 GCR	3/25/2022	TC 0314-031822	\$	-	\$ 112.00	\$ (3,366.72)	
*9		279 GCR	3/31/2022	TC 0321-032522 DEP 040122	\$	-	\$ 82.00	\$ (3,448.72)	
*9		302 GCR	3/31/2022	TC 0328-033122 DEP 040522	\$	-	\$ 70.00	\$ (3,518.72)	
*10		24 GCR	4/4/2022	TC ERX 040422	\$	-	\$ 2.00	\$ (3,520.72)	
*10		32 GCR	4/6/2022	TC ERX 040622	\$	-	\$ 4.00	\$ (3,524.72)	
*10		57 GCR	4/7/2022	TC ERX 040722	\$	-	\$ 4.00	\$ (3,528.72)	
*10		58 GCR	4/8/2022	TC ERX 040822	\$	-	\$ 4.00	\$ (3,532.72)	
*10		82 GCR	4/11/2022	TC ERX 041122	\$	-	\$ 6.00	\$ (3,538.72)	
*10		106 GCR	4/12/2022	TC ERX 041222	\$	-	\$ 10.00	\$ (3,548.72)	
*10		108 API	4/14/2022	001851 46353 GOVERNMENT REVE	\$	7,026.15	\$ -	\$ 3,477.43	
*10		122 GCR	4/13/2022	TC ERX 041322	\$	-	\$ 10.00	\$ 3,467.43	
*10		127 GCR	4/14/2022	TC 0401-040822	\$	-	\$ 108.00	\$ 3,359.43	
*10		147 GCR	4/15/2022	TC ERX 041522	\$	-	\$ 2.00	\$ 3,357.43	
*10		168 GCR	4/19/2022	TC ERX 041922	\$	-	\$ 12.00	\$ 3,345.43	
*10		182 GCR	4/20/2022	TC ERX 042022	\$	-	\$ 4.00	\$ 3,341.43	
*10		218 GCR	4/22/2022	TC 0411-041422	\$	-	\$ 78.00	\$ 3,263.43	
*10		223 GCR	4/21/2022	TC ERX 042122	\$	-	\$ 2.00	\$ 3,261.43	
*10		224 GCR	4/22/2022	TC ERX 042222	\$	-	\$ 2.00	\$ 3,259.43	
*10		228 GCR	4/25/2022	TC ERX 042522	\$	-	\$ 4.00	\$ 3,255.43	
*10		250 GCR	4/26/2022	TC ERX 042622	\$	-	\$ 6.00	\$ 3,249.43	
*10		251 GCR	4/26/2022	TC ACH 042222	\$	-	\$ 2.00	\$ 3,247.43	
*10		255 API	4/29/2022	001852 46647 ADKINS PRINTING	\$	1,025.60	\$ -	\$ 4,273.03	
*10		295 GCR	4/27/2022	TC ERX 042722	\$	-	\$ 2.00	\$ 4,271.03	
*10		296 GCR	4/28/2022	TC ERX 042822	\$	-	\$ 18.00	\$ 4,253.03	
*10		297 GCR	4/29/2022	TC ERX 042922	\$	-	\$ 2.00	\$ 4,251.03	
*10		300 GCR	4/29/2022	TC 0418-042222	\$	-	\$ 62.00	\$ 4,189.03	
*10		324 GCR	4/30/2022	TC 0425-042922 DEP 050622	\$	-	\$ 118.00	\$ 4,071.03	
*11		20 GCR	5/3/2022	TC ERX 050322	\$	-	\$ 12.00	\$ 4,059.03	
*11		26 GCR	5/4/2022	TC ERX 050422	\$	-	\$ 6.00	\$ 4,053.03	
*11		40 GCR	5/5/2022	TC ERX 050522	\$	-	\$ 6.00	\$ 4,047.03	
*11		59 GCR	5/6/2022	TC ERX 050622	\$	-	\$ 4.00	\$ 4,043.03	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*11		60 GCR	5/9/2022	TC ERX 050922		\$ -	\$ 8.00	\$ 4,035.03	
*11		83 GCR	5/10/2022	TC ERX 051022		\$ -	\$ 10.00	\$ 4,025.03	
*11		84 GCR	5/11/2022	TC ERX 051122		\$ -	\$ 6.00	\$ 4,019.03	
*11		90 API	5/13/2022	001842 47329 CT DEPT OF AGRI		\$ 71.00	\$ -	\$ 4,090.03	
*11		95 GCR	5/12/2022	TC ERX 051222		\$ -	\$ 10.00	\$ 4,080.03	
*11		97 GCR	5/13/2022	TC ERX 051322		\$ -	\$ 8.00	\$ 4,072.03	
*11		103 GCR	5/16/2022	TC ERX 051622		\$ -	\$ 6.00	\$ 4,066.03	
*11		122 GCR	5/17/2022	TC 0502-050622		\$ -	\$ 102.00	\$ 3,964.03	
*11		122 GCR	5/17/2022	TC ERX 051722		\$ -	\$ 20.00	\$ 3,944.03	
*11		134 GCR	5/18/2022	TC ERX 051822		\$ -	\$ 4.00	\$ 3,940.03	
*11		149 GCR	5/20/2022	TC 0509-051322		\$ -	\$ 80.00	\$ 3,860.03	
*11		149 GCR	5/20/2022	TC ERX 052022		\$ -	\$ 8.00	\$ 3,852.03	
*11		155 GCR	5/19/2022	TC ERX 051922		\$ -	\$ 8.00	\$ 3,844.03	
*11		156 GCR	5/23/2022	TC ERX 052322		\$ -	\$ 4.00	\$ 3,840.03	
*11		157 GCR	5/24/2022	TC ERX 052422		\$ -	\$ 10.00	\$ 3,830.03	
*11		168 GCR	5/25/2022	TC ERX 052522		\$ -	\$ 4.00	\$ 3,826.03	
*11		176 API	5/27/2022	001851 47430 GOVERNMENT REVE		\$ 719.20	\$ -	\$ 4,545.23	
*11		181 GCR	5/26/2022	TC ERX 052622		\$ -	\$ 6.00	\$ 4,539.23	
*11		184 GCR	5/27/2022	TC ERX 052722		\$ -	\$ 4.00	\$ 4,535.23	
*11		184 GCR	5/27/2022	TC 0516-052022		\$ -	\$ 100.00	\$ 4,435.23	
*11		202 GCR	5/31/2022	TC 0523-053122 DEP 060322		\$ -	\$ 90.00	\$ 4,345.23	
*11		210 GCR	5/31/2022	TC ERX 053122 DEP 060122		\$ -	\$ 2.00	\$ 4,343.23	
*12		49 GCR	6/1/2022	TC ACH IRS 052722 (JUNE FUND		\$ -	\$ 2.00	\$ 4,341.23	
*12		68 GCR	6/3/2022	TC ERX 060322		\$ -	\$ 8.00	\$ 4,333.23	
*12		69 GCR	6/6/2022	TC ERX 060622		\$ -	\$ 10.00	\$ 4,323.23	
*12		70 GCR	6/7/2022	TC ACH 060722 IRS		\$ -	\$ 2.00	\$ 4,321.23	
*12		70 GCR	6/7/2022	TC ERX 060722		\$ -	\$ 8.00	\$ 4,313.23	
*12		71 GCR	6/10/2022	TC 0601-060322		\$ -	\$ 74.00	\$ 4,239.23	
*12		106 GCR	6/9/2022	TC ERX 060922		\$ -	\$ 6.00	\$ 4,233.23	
*12		107 GCR	6/10/2022	TC ERX 061022		\$ -	\$ 4.00	\$ 4,229.23	
*12		108 GCR	6/13/2022	TC ERX 061322		\$ -	\$ 8.00	\$ 4,221.23	
*12		141 GCR	6/14/2022	TC ERX 061422		\$ -	\$ 4.00	\$ 4,217.23	
*12		142 GCR	6/15/2022	TC ERX 061522		\$ -	\$ 12.00	\$ 4,205.23	
*12		143 GCR	6/16/2022	TC ERX 061622		\$ -	\$ 10.00	\$ 4,195.23	
*12		144 GCR	6/17/2022	TC 0606-061022		\$ -	\$ 88.00	\$ 4,107.23	
*12		144 GCR	6/17/2022	TC ERX 061722		\$ -	\$ 4.00	\$ 4,103.23	
*12		194 GCR	6/24/2022	TC ERX 062422		\$ -	\$ 6.00	\$ 4,097.23	
*12		194 GCR	6/24/2022	TC 0613-061722		\$ -	\$ 86.00	\$ 4,011.23	
*12		198 GCR	6/17/2022	TC ACH 061722 IRS		\$ -	\$ 6.00	\$ 4,005.23	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 4.00	\$ 4,001.23	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 6.00	\$ 3,995.23	
*12		205 GCR	6/22/2022	TC ERX 062222		\$ -	\$ 4.00	\$ 3,991.23	
*12		206 GCR	6/23/2022	TC ERX 062322		\$ -	\$ 4.00	\$ 3,987.23	
*12		259 GCR	6/27/2022	TC ERX 062722		\$ -	\$ 2.00	\$ 3,985.23	
*12		261 GCR	6/29/2022	TC ERX 062922		\$ -	\$ 10.00	\$ 3,975.23	
*12		286 GCR	6/30/2022	TC ERX 063022 DEP 070122		\$ -	\$ 4.00	\$ 3,971.23	

ACCOUNT
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*12
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ACCOUNT NAME
JNL

SRC	EFF DATE	REFERENCE
286 GCR	6/30/2022	TC 0620-062422 DEP 070122
289 GCR	6/30/2022	TC 0627-063022 DEP 070522

BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
	\$ -	\$ 88.00	\$ 3,883.23	
	\$ -	\$ 112.00	\$ 3,771.23	
\$ (15,305.36)	\$ 10,247.23	\$ 6,476.00	\$ 3,771.23	\$ (11,534.13)

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
101 -000-00-00-000-21039	TOWN CLERK'S PORTION AGR. REC.				\$ (21,027.58)				
*1		19 GRV	7/31/2021	GB205 ORIGINAL JNL NOT FOUND		\$ 37.34	\$ -	\$ 37.34	
*1		204 GCR	7/15/2021	TOWN CLERK 0701-070921		\$ -	\$ 284.00	\$ (246.66)	
*1		310 API	7/23/2021	001852 39696 ADKINS PRINTING		\$ 193.50	\$ -	\$ (53.16)	
*1		310 API	7/23/2021	002259 39732 CONNECTICUT STA		\$ 30.50	\$ -	\$ (22.66)	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ 91.51	\$ -	\$ 68.85	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ -	\$ 39.15	\$ 29.70	
*1		310 API	7/23/2021	000678 39807 RICOH USA INC		\$ 15.91	\$ -	\$ 45.61	
*1		355 GCR	7/22/2021	TOWN CLERK 0712-071621		\$ -	\$ 193.00	\$ (147.39)	
*1		377 API	7/30/2021	001794 39972 W.B. MASON CO.,		\$ 36.81	\$ -	\$ (110.58)	
*1		407 GCR	7/29/2021	TOWN CLERK 0719-072321		\$ -	\$ 259.00	\$ (369.58)	
*1		504 GCR	7/31/2021	TOWN CLERK 0726-073021		\$ -	\$ 199.00	\$ (568.58)	
*1		504 GCR	7/31/2021	TOWN CLERK 071321 RETURN CK		\$ -	\$ 1.00	\$ (569.58)	
*2		48 GCR	8/6/2021	ACH TOWN CLERK 080621		\$ -	\$ 1.00	\$ (570.58)	
*2		126 API	8/20/2021	000678 40351 RICOH USA INC		\$ 91.51	\$ -	\$ (479.07)	
*2		137 GCR	8/13/2021	TOWN CLERK 0802-080621		\$ -	\$ 145.00	\$ (624.07)	
*2		164 API	8/20/2021	000946 40420 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (596.25)	
*2		217 GCR	8/20/2021	TOWN CLERK 0809-081321		\$ -	\$ 222.00	\$ (818.25)	
*2		243 API	8/27/2021	000137 40618 STAPLES, INC		\$ 17.17	\$ -	\$ (801.08)	
*2		264 GCR	8/26/2021	CT TOWN CLERK IRS MISC PAY		\$ -	\$ 1.00	\$ (802.08)	
*2		266 GCR	8/27/2021	TOWN CLERK 0816-082021		\$ -	\$ 157.00	\$ (959.08)	
*2		311 GCR	8/31/2021	TOWN CLERK 0830-083121		\$ -	\$ 83.00	\$ (1,042.08)	
*2		311 GCR	8/31/2021	TOWN CLERK 0823-082721		\$ -	\$ 280.00	\$ (1,322.08)	
*2		311 GCR	8/31/2021	TOWN CLERK ACH		\$ -	\$ 1.00	\$ (1,323.08)	
*3		75 API	9/17/2021	000678 40987 RICOH USA INC		\$ 91.51	\$ -	\$ (1,231.57)	
*3		98 GCR	9/10/2021	TOWN CLERK 0901-090321		\$ -	\$ 125.00	\$ (1,356.57)	
*3		159 GCR	9/17/2021	TOWN CLERK 0907-091021		\$ -	\$ 235.00	\$ (1,591.57)	
*3		230 GCR	9/24/2021	TOWN CLERK 0913-091721		\$ -	\$ 199.00	\$ (1,790.57)	
*3		288 GCR	9/30/2021	TOWN CLERK 0920-092421		\$ -	\$ 294.00	\$ (2,084.57)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092321		\$ -	\$ 1.00	\$ (2,085.57)	
*3		290 GCR	9/29/2021	TOWN CLERK ACH 092721		\$ -	\$ 1.00	\$ (2,086.57)	
*3		313 GCR	9/30/2021	SEPT TOWN CLERK 09/27-09/30/21		\$ -	\$ 194.00	\$ (2,280.57)	
*4		5 API	10/1/2021	000946 41251 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (2,252.75)	
*4		53 API	10/15/2021	000678 41738 RICOH USA INC		\$ 169.11	\$ -	\$ (2,083.64)	
*4		125 GEN	10/19/2021	101521 TOWN CLERK 10/01-10/08/21		\$ -	\$ 263.00	\$ (2,346.64)	
*4		195 GCR	10/22/2021	102221 TOWN CLERK 10/12-10/15/21		\$ -	\$ 195.00	\$ (2,541.64)	
*4		196 GCR	10/19/2021	101921 TOWN CLERK 101921 IRS		\$ -	\$ 1.00	\$ (2,542.64)	
*4		239 API	10/29/2021	000946 42024 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (2,514.82)	
*4		278 GCR	10/29/2021	CLERK 10/18-10/22		\$ -	\$ 147.00	\$ (2,661.82)	
*4		278 GCR	10/29/2021	CLERK ACH 10/26/21		\$ -	\$ 1.00	\$ (2,662.82)	
*4		281 API	10/4/2021	001651 42152 JP MORGAN CHASE		\$ 53.29	\$ -	\$ (2,609.53)	
*4		305 GEN	10/31/2021	GB59 COLOR COPY CHARGES 083121		\$ 0.90	\$ -	\$ (2,608.63)	
*4		311 GCR	10/31/2021	10521 TOWN CLERK 1025-102921		\$ -	\$ 223.00	\$ (2,831.63)	
*5		52 API	11/12/2021	000137 42560 STAPLES, INC		\$ 9.00	\$ -	\$ (2,822.63)	
*5		52 API	11/12/2021	001794 42615 W.B. MASON CO.,		\$ 36.81	\$ -	\$ (2,785.82)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*5		131 GCR	11/12/2021	TOWN CLERK 111221		\$ -	\$ 258.00	\$ (3,043.82)	
*5		172 API	11/24/2021	000678 43046 RICOH USA INC		\$ 91.51	\$ -	\$ (2,952.31)	
*5		208 GCR	11/19/2021	TC ACH IRS BSV#60154-013		\$ -	\$ 1.00	\$ (2,953.31)	
*5		210 GCR	11/23/2021	TC 112321		\$ -	\$ 186.00	\$ (3,139.31)	
*5		227 GCR	11/23/2021	TC ACH IRS BSV#60154-0134723		\$ -	\$ 1.00	\$ (3,140.31)	
*5		233 GCR	11/30/2021	TC 112321		\$ -	\$ 200.00	\$ (3,340.31)	
*5		249 GEN	11/30/2021	GB59 COLOR COPY CHARGES 103121		\$ 0.20	\$ -	\$ (3,340.11)	
*5		254 GCR	11/30/2021	113021 TOWN CLERK 11/22-11/30/21		\$ -	\$ 239.00	\$ (3,579.11)	
*5		256 API	11/4/2021	001651 43231 JP MORGAN CHASE		\$ 89.27	\$ -	\$ (3,489.84)	
*6		22 GCR	12/3/2021	TC 120321		\$ -	\$ 239.00	\$ (3,728.84)	
*6		41 GRV	12/3/2021	113021 ORIGINAL JNL NOT FOUND		\$ 239.00	\$ -	\$ (3,489.84)	
*6		101 GCR	12/8/2021	TC ACH IRS BSV#60154-013 487		\$ -	\$ 1.00	\$ (3,490.84)	
*6		102 GCR	12/10/2021	TC 120721		\$ -	\$ 66.00	\$ (3,556.84)	
*6		109 API	12/10/2021	000946 43412 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (3,529.02)	
*6		126 GCR	12/14/2021	TC ACH111021 IRS-#60154-0134		\$ -	\$ 1.00	\$ (3,530.02)	
*6		174 GCR	12/17/2021	TC 12/6-10/21		\$ -	\$ 253.00	\$ (3,783.02)	
*6		179 API	12/23/2021	002404 43615 COMPBASE, INC		\$ 1,200.00	\$ -	\$ (2,583.02)	
*6		180 API	12/23/2021	000137 43756 STAPLES, INC		\$ 19.50	\$ -	\$ (2,563.52)	
*6		180 API	12/23/2021	000678 43741 RICOH USA INC		\$ 91.51	\$ -	\$ (2,472.01)	
*6		180 API	12/23/2021	001794 43629 W.B. MASON CO.,		\$ 10.78	\$ -	\$ (2,461.23)	
*6		203 GCR	12/23/2021	TC 12/13-12/17/21		\$ -	\$ 174.00	\$ (2,635.23)	
*6		262 GCR	12/30/2021	TC 12/20-12/23/21		\$ -	\$ 180.00	\$ (2,815.23)	
*6		280 GEN	12/31/2021	GB52 COLOR COPY CHARGES 113021		\$ 14.70	\$ -	\$ (2,800.53)	
*6		281 GEN	12/31/2021	GB53 COLOR COPY CHARGES 123121		\$ 2.70	\$ -	\$ (2,797.83)	
*6		284 API	12/4/2021	001651 44217 JP MORGAN CHASE		\$ 37.99	\$ -	\$ (2,759.84)	
*6		288 GCR	12/31/2021	TC 12/27-12/30/21 DEC 01/07/		\$ -	\$ 148.00	\$ (2,907.84)	
*7		14 API	1/7/2022	000137 44149 STAPLES, INC		\$ 17.59	\$ -	\$ (2,890.25)	
*7		14 API	1/7/2022	000137 44151 STAPLES, INC		\$ 32.39	\$ -	\$ (2,857.86)	
*7		14 API	1/7/2022	001852 43895 ADKINS PRINTING		\$ 89.87	\$ -	\$ (2,767.99)	
*7		90 API	1/21/2022	000137 44487 STAPLES, INC		\$ 29.40	\$ -	\$ (2,738.59)	
*7		90 API	1/21/2022	000202 44316 CENTRAL PAPER C		\$ 24.40	\$ -	\$ (2,714.19)	
*7		90 API	1/21/2022	000873 44454 CT TOWN CLERK'S		\$ 12.00	\$ -	\$ (2,702.19)	
*7		90 API	1/21/2022	000873 44455 CT TOWN CLERK'S		\$ 12.00	\$ -	\$ (2,690.19)	
*7		98 GCR	1/14/2022	TC 01/03-01/07/22		\$ -	\$ 179.00	\$ (2,869.19)	
*7		165 GCR	1/21/2022	TC 1/10-1/14/22		\$ -	\$ 166.00	\$ (3,035.19)	
*7		243 GCR	1/28/2022	TC 01/18-01/21/22		\$ -	\$ 159.00	\$ (3,194.19)	
*7		277 GCR	1/31/2022	TC 1/24-1/31/22 DEP 020422		\$ -	\$ 179.00	\$ (3,373.19)	
*8		28 API	2/4/2022	000678 44896 RICOH USA INC		\$ 107.16	\$ -	\$ (3,266.03)	
*8		28 API	2/4/2022	000946 44881 INFOSHRED, LLC		\$ 27.82	\$ -	\$ (3,238.21)	
*8		87 GCR	2/11/2022	021122 TOWN CLERK 0201-020422		\$ -	\$ 154.00	\$ (3,392.21)	
*8		95 GEN	2/1/2022	GB12 NC RTN CK #50486 GUILFORD SA		\$ 1.00	\$ -	\$ (3,391.21)	
*8		124 API	2/18/2022	000137 45240 STAPLES, INC		\$ 79.13	\$ -	\$ (3,312.08)	
*8		124 API	2/18/2022	000678 45164 RICOH USA INC		\$ 91.51	\$ -	\$ (3,220.57)	
*8		143 GCR	2/18/2022	TC 0207-021122		\$ -	\$ 131.00	\$ (3,351.57)	
*8		194 GEN	2/28/2022	GB43 COLOR COPY CHARGES 013122		\$ 0.50	\$ -	\$ (3,351.07)	

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*8		206 GCR	2/25/2022	TC 0214-021822	\$ -	\$ 137.00	\$ (3,488.07)		
*8		210 GCR	2/28/2022	TC 022822 DEP 030122	\$ -	\$ 1.00	\$ (3,489.07)		
*8		220 GCR	2/28/2022	TC 0222-022822 DEP 030422	\$ -	\$ 122.00	\$ (3,611.07)		
*8		228 GCR	2/16/2022	TC ACH 021122 REF IRS 310	\$ -	\$ 1.00	\$ (3,612.07)		
*8		235 API	2/4/2022	001651 45690 JP MORGAN CHASE	\$ 274.33	\$ -	\$ (3,337.74)		
*9		12 API	3/4/2022	000946 45493 INFOSHRED, LLC	\$ 29.91	\$ -	\$ (3,307.83)		
*9		121 GCR	3/11/2022	TC 0301-030422	\$ -	\$ 114.00	\$ (3,421.83)		
*9		134 API	3/18/2022	001852 45698 ADKINS PRINTING	\$ 87.72	\$ -	\$ (3,334.11)		
*9		134 API	3/18/2022	000678 45918 RICOH USA INC	\$ 91.51	\$ -	\$ (3,242.60)		
*9		149 GCR	3/11/2022	TC ACH 031122	\$ -	\$ 1.00	\$ (3,243.60)		
*9		151 GCR	3/18/2022	TC 0307-031122	\$ -	\$ 184.00	\$ (3,427.60)		
*9		210 GCR	3/25/2022	TC 0314-031822	\$ -	\$ 136.00	\$ (3,563.60)		
*9		279 GCR	3/31/2022	TC 0321-032522 DEP 040122	\$ -	\$ 71.00	\$ (3,634.60)		
*9		302 GCR	3/31/2022	TC 0328-033122 DEP 040522	\$ -	\$ 65.00	\$ (3,699.60)		
*9		303 GEN	3/31/2022	GB52 COLOR COPY CHARGES 022822	\$ 0.20	\$ -	\$ (3,699.40)		
*10		7 API	4/1/2022	001794 46309 W.B. MASON CO.,	\$ 159.55	\$ -	\$ (3,539.85)		
*10		7 API	4/1/2022	000946 46199 INFOSHRED, LLC	\$ 29.91	\$ -	\$ (3,509.94)		
*10		11 API	4/1/2022	000873 46337 CT TOWN CLERK'S	\$ 345.00	\$ -	\$ (3,164.94)		
*10		24 GCR	4/4/2022	TC ERX 040422	\$ -	\$ 1.00	\$ (3,165.94)		
*10		32 GCR	4/6/2022	TC ERX 040622	\$ -	\$ 2.00	\$ (3,167.94)		
*10		57 GCR	4/7/2022	TC ERX 040722	\$ -	\$ 2.00	\$ (3,169.94)		
*10		58 GCR	4/8/2022	TC ERX 040822	\$ -	\$ 2.00	\$ (3,171.94)		
*10		82 GCR	4/11/2022	TC ERX 041122	\$ -	\$ 3.00	\$ (3,174.94)		
*10		106 GCR	4/12/2022	TC ERX 041222	\$ -	\$ 5.00	\$ (3,179.94)		
*10		122 GCR	4/13/2022	TC ERX 041322	\$ -	\$ 5.00	\$ (3,184.94)		
*10		127 GCR	4/14/2022	TC 0401-040822	\$ -	\$ 144.00	\$ (3,328.94)		
*10		147 GCR	4/15/2022	TC ERX 041522	\$ -	\$ 1.00	\$ (3,329.94)		
*10		168 GCR	4/19/2022	TC ERX 041922	\$ -	\$ 6.00	\$ (3,335.94)		
*10		182 GCR	4/20/2022	TC ERX 042022	\$ -	\$ 2.00	\$ (3,337.94)		
*10		218 GCR	4/22/2022	TC 0411-041422	\$ -	\$ 79.00	\$ (3,416.94)		
*10		223 GCR	4/21/2022	TC ERX 042122	\$ -	\$ 1.00	\$ (3,417.94)		
*10		224 GCR	4/22/2022	TC ERX 042222	\$ -	\$ 1.00	\$ (3,418.94)		
*10		228 GCR	4/25/2022	TC ERX 042522	\$ -	\$ 2.00	\$ (3,420.94)		
*10		238 API	4/26/2022	000678 46991 RICOH USA INC	\$ 91.51	\$ -	\$ (3,329.43)		
*10		239 APM	4/26/2022	000678 43046 RICOH USA INC	\$ -	\$ 91.51	\$ (3,420.94)		
*10		250 GCR	4/26/2022	TC ERX 042622	\$ -	\$ 3.00	\$ (3,423.94)		
*10		251 GCR	4/26/2022	TC ACH 042222	\$ -	\$ 1.00	\$ (3,424.94)		
*10		255 API	4/29/2022	000678 46990 RICOH USA INC	\$ 106.74	\$ -	\$ (3,318.20)		
*10		255 API	4/29/2022	000946 46837 INFOSHRED, LLC	\$ 27.82	\$ -	\$ (3,290.38)		
*10		255 API	4/29/2022	000946 46838 INFOSHRED, LLC	\$ 29.91	\$ -	\$ (3,260.47)		
*10		295 GCR	4/27/2022	TC ERX 042722	\$ -	\$ 1.00	\$ (3,261.47)		
*10		296 GCR	4/28/2022	TC ERX 042822	\$ -	\$ 9.00	\$ (3,270.47)		
*10		297 GCR	4/29/2022	TC ERX 042922	\$ -	\$ 1.00	\$ (3,271.47)		
*10		300 GCR	4/29/2022	TC 0418-042222	\$ -	\$ 121.00	\$ (3,392.47)		
*10		324 GCR	4/30/2022	TC 0425-042922 DEP 050622	\$ -	\$ 149.00	\$ (3,541.47)		

ACCOUNT PER	ACCOUNT NAME JNL	SRC	EFF DATE	REFERENCE	BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
*11		20	GCR	5/3/2022	TC ERX 050322	\$ -	\$ 6.00	\$ (3,547.47)	
*11		26	GCR	5/4/2022	TC ERX 050422	\$ -	\$ 3.00	\$ (3,550.47)	
*11		40	GCR	5/5/2022	TC ERX 050522	\$ -	\$ 3.00	\$ (3,553.47)	
*11		54	GEN	5/9/2022	GB11 COLOR COPY CHRAGES 033122	\$ 1.60	\$ -	\$ (3,551.87)	
*11		59	GCR	5/6/2022	TC ERX 050622	\$ -	\$ 2.00	\$ (3,553.87)	
*11		60	GCR	5/9/2022	TC ERX 050922	\$ -	\$ 4.00	\$ (3,557.87)	
*11		83	GCR	5/10/2022	TC ERX 051022	\$ -	\$ 5.00	\$ (3,562.87)	
*11		84	GCR	5/11/2022	TC ERX 051122	\$ -	\$ 3.00	\$ (3,565.87)	
*11		90	API	5/13/2022	000678 47314 RICOH USA INC	\$ 91.51	\$ -	\$ (3,474.36)	
*11		95	GCR	5/12/2022	TC ERX 051222	\$ -	\$ 5.00	\$ (3,479.36)	
*11		97	GCR	5/13/2022	TC ERX 051322	\$ -	\$ 4.00	\$ (3,483.36)	
*11		103	GCR	5/16/2022	TC ERX 051622	\$ -	\$ 3.00	\$ (3,486.36)	
*11		122	GCR	5/17/2022	TC 0502-050622	\$ -	\$ 121.00	\$ (3,607.36)	
*11		122	GCR	5/17/2022	TC ERX 051722	\$ -	\$ 10.00	\$ (3,617.36)	
*11		134	GCR	5/18/2022	TC ERX 051822	\$ -	\$ 2.00	\$ (3,619.36)	
*11		149	GCR	5/20/2022	TC 0509-051322	\$ -	\$ 130.00	\$ (3,749.36)	
*11		149	GCR	5/20/2022	TC ERX 052022	\$ -	\$ 4.00	\$ (3,753.36)	
*11		155	GCR	5/19/2022	TC ERX 051922	\$ -	\$ 4.00	\$ (3,757.36)	
*11		156	GCR	5/23/2022	TC ERX 052322	\$ -	\$ 2.00	\$ (3,759.36)	
*11		157	GCR	5/24/2022	TC ERX 052422	\$ -	\$ 5.00	\$ (3,764.36)	
*11		168	GCR	5/25/2022	TC ERX 052522	\$ -	\$ 2.00	\$ (3,766.36)	
*11		181	GCR	5/26/2022	TC ERX 052622	\$ -	\$ 3.00	\$ (3,769.36)	
*11		184	GCR	5/27/2022	TC ERX 052722	\$ -	\$ 2.00	\$ (3,771.36)	
*11		184	GCR	5/27/2022	TC 0516-052022	\$ -	\$ 170.00	\$ (3,941.36)	
*11		196	API	5/4/2022	001651 47697 JP MORGAN CHASE	\$ 17.99	\$ -	\$ (3,923.37)	
*11		202	GCR	5/31/2022	TC 0523-053122 DEP 060322	\$ -	\$ 155.00	\$ (4,078.37)	
*11		210	GCR	5/31/2022	TC ERX 053122 DEP 060122	\$ -	\$ 1.00	\$ (4,079.37)	
*12		49	GCR	6/1/2022	TC ACH IRS 052722 (JUNE FUND	\$ -	\$ 1.00	\$ (4,080.37)	
*12		68	GCR	6/3/2022	TC ERX 060322	\$ -	\$ 4.00	\$ (4,084.37)	
*12		69	GCR	6/6/2022	TC ERX 060622	\$ -	\$ 5.00	\$ (4,089.37)	
*12		70	GCR	6/7/2022	TC ACH 060722 IRS	\$ -	\$ 1.00	\$ (4,090.37)	
*12		70	GCR	6/7/2022	TC ERX 060722	\$ -	\$ 4.00	\$ (4,094.37)	
*12		71	GCR	6/10/2022	TC 0601-060322	\$ -	\$ 67.00	\$ (4,161.37)	
*12		76	API	6/10/2022	000137 47903 STAPLES, INC	\$ 36.00	\$ -	\$ (4,125.37)	
*12		76	API	6/10/2022	000157 47909 THE DAY PUBLISH	\$ 476.00	\$ -	\$ (3,649.37)	
*12		76	API	6/10/2022	000946 47844 INFOSHRED, LLC	\$ 29.91	\$ -	\$ (3,619.46)	
*12		76	API	6/10/2022	001794 47935 W.B. MASON CO.,	\$ 159.55	\$ -	\$ (3,459.91)	
*12		106	GCR	6/9/2022	TC ERX 060922	\$ -	\$ 3.00	\$ (3,462.91)	
*12		107	GCR	6/10/2022	TC ERX 061022	\$ -	\$ 2.00	\$ (3,464.91)	
*12		108	GCR	6/13/2022	TC ERX 061322	\$ -	\$ 4.00	\$ (3,468.91)	
*12		141	GCR	6/14/2022	TC ERX 061422	\$ -	\$ 2.00	\$ (3,470.91)	
*12		142	GCR	6/15/2022	TC ERX 061522	\$ -	\$ 6.00	\$ (3,476.91)	
*12		143	GCR	6/16/2022	TC ERX 061622	\$ -	\$ 5.00	\$ (3,481.91)	
*12		144	GCR	6/17/2022	TC 0606-061022	\$ -	\$ 144.00	\$ (3,625.91)	
*12		144	GCR	6/17/2022	TC ERX 061722	\$ -	\$ 2.00	\$ (3,627.91)	

ACCOUNT	ACCOUNT NAME				BEG. BALANCE	DEBITS	CREDITS	NET CHANGE	END BALANCE
PER	JNL	SRC	EFF DATE	REFERENCE					
*12		168 API	6/24/2022	000678 48312 RICOH USA INC		\$ 91.51	\$ -	\$ (3,536.40)	
*12		168 API	6/24/2022	000946 48173 INFOSHRED, LLC		\$ 29.91	\$ -	\$ (3,506.49)	
*12		194 GCR	6/24/2022	TC ERX 062422		\$ -	\$ 3.00	\$ (3,509.49)	
*12		194 GCR	6/24/2022	TC 0613-061722		\$ -	\$ 123.00	\$ (3,632.49)	
*12		198 GCR	6/17/2022	TC ACH 061722 IRS		\$ -	\$ 3.00	\$ (3,635.49)	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 2.00	\$ (3,637.49)	
*12		204 GCR	6/21/2022	TC ERX 062122		\$ -	\$ 3.00	\$ (3,640.49)	
*12		205 GCR	6/22/2022	TC ERX 062222		\$ -	\$ 2.00	\$ (3,642.49)	
*12		206 GCR	6/23/2022	TC ERX 062322		\$ -	\$ 2.00	\$ (3,644.49)	
*12		249 API	6/5/2022	001651 48340 JP MORGAN CHASE		\$ 156.24	\$ -	\$ (3,488.25)	
*12		252 GEN	6/30/2022	GB49 COLOR COPY CHARGES 063022		\$ 0.50	\$ -	\$ (3,487.75)	
*12		259 GCR	6/27/2022	TC ERX 062722		\$ -	\$ 1.00	\$ (3,488.75)	
*12		261 GCR	6/29/2022	TC ERX 062922		\$ -	\$ 5.00	\$ (3,493.75)	
*12		286 GCR	6/30/2022	TC ERX 063022 DEP 070122		\$ -	\$ 2.00	\$ (3,495.75)	
*12		286 GCR	6/30/2022	TC 0620-062422 DEP 070122		\$ -	\$ 134.00	\$ (3,629.75)	
*12		289 GCR	6/30/2022	TC 0627-063022 DEP 070622		\$ -	\$ 116.00	\$ (3,745.75)	
*12		340 API	6/30/2022	000946 48924 INFOSHRED, LLC		\$ 29.91	\$ -	\$ (3,715.84)	
*12		361 API	6/30/2022	001651 49020 JP MORGAN CHASE		\$ 52.58	\$ -	\$ (3,663.26)	
*12		362 APM	6/30/2022	001651 49020 JP MORGAN CHASE		\$ -	\$ 52.58	\$ (3,715.84)	
*12		363 API	6/30/2022	001651 49022 JP MORGAN CHASE		\$ 52.58	\$ -	\$ (3,663.26)	
					\$ (21,027.58)	\$ 5,807.98	\$ 9,471.24	\$ (3,663.26)	\$ (24,690.84)

FUNDS FROM OTHER SOURCES

Summary and Explanation

Historic Documents Preservation Revenue Fund

LI 101-21036

Pursuant to CGS 7-34a(d), An Act Concerning Real Estate Filings and the Preservation of Historic Documents, records restoration and related storage are being funded from this revenue fund. Source: \$2/recording.

Revenue Balance FY21: \$15,550

Anticipated additional revenues FY21: \$8,000

Town Clerk Revenue Fund

LI 101-21039

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

Revenue Balance FY21: \$21,090

Anticipated additional revenues FY21: \$7,000

Historic Documents Preservation Grant Program

Also Pursuant to CGS 7-34a(d), records restoration and related storage are being funded by grants from the Office of the Public Records administrator, Connecticut State Library.

Grant Received FY18: \$4,000

Grant Received FY19: \$4,500

Grant Received FY20: \$5,500

Grant Received FY21: \$5,500

Grant Received FY22: \$5,500

Grant Received FY23: \$5,500

Expectation FY24: \$3,500 – \$5,500

Anticipated Future Expenditures of Funds

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

(d) In addition to the fees for recording a document under subsection (a) of this section, town clerks shall receive a fee of three dollars for each document recorded in the land records of the municipality. Not later than the fifteenth day of each month, town clerks shall remit two-thirds of the fees paid pursuant to this subsection during the previous calendar month to the State Librarian for deposit in a bank account of the State Treasurer and crediting to the historic documents preservation account established under section 11-81. One-third of the amount paid for fees pursuant to this subsection shall be retained by town clerks and used for the preservation and management of historic documents. The provisions of this subsection shall not apply to any document recorded on the land records by an employee of the state or of a municipality in conjunction with said employee's official duties. As used in this section "municipality" includes each town, consolidated town and city, city, consolidated town and borough, borough, district, as defined in chapter 105 or chapter 105a, and each municipal board, commission and taxing district not previously mentioned.

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

Historic Document Preservation Grant Program

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

NEAR AND LONG TERM PLANS TO RESTRAIN BUDGETARY GROWTH

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

Thanks to CGS 7-34a(d), records restoration is being funded from a revenue fund (An Act Concerning Real Estate Filing and the Preservation of Historic Documents). Thanks, also, to CGS 7-34a(e), (An Act Concerning Farm Land Preservation, Land Protection, Affordable Housing and Historic preservation), the office has more latitude in expenditures. Also available is an annual grant award, most recently in the amount of \$5,500. Over the last several years the grant amount has ranged from \$3,000 to \$5,500.

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

The use of part time personnel in the office will not be needed to implement any technology. Any amount of additional implementation will be provided without overtime, either will be completed by staff during the town hours of operation or by the clerk during hours outside of normal operating hours. The change in election law concerning absentee ballots may facilitate a need, as it did during COVID, to enlist additional personnel.

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

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

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

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2023-2024 FISCAL YEAR**

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

DEPARTMENT: TOWN CLERK 10109

LINE ITEM	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 YTD	2023-2024 PROPOSED	VARIANCE
Alarm Monitoring					0
Alarm Penalties					0
Ambulance Subsidy					0
Beach Admission Fees					0
Benefit Assessments					0
Bulky Waste Fees					0
Conveyance Tax	493,745	469,753		200,000	200,000
Copy Fees	28,773	24,848		25,000	25,000
East Lyme Animal Control Fee					0
Enhanced E 9-1-1					0
Fines/Penalties					0
Hazardous Household Waste					0
Inspection Fees					0
Interest/Lien Fees					0
Inter-Municipal Revenues					0
Miscellaneous					0
Permitting/Licensing Fees					0
Program/Registration Fees					0
Recording Fees	258,613	229,236		175,000	175,000
Regional Communications Fees					0
Rentals					0
Sale of Recyclables					0
State Operational Grants					0
Tipping Fees					0
Versa Kart/Blue Box Purchases					0
					0
					0
					0
					0
					0
TOTALS	781,131	723,837	0	400,000	400,000

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED
101 GENERAL FUND								
10109 TOWN CLERK								
40351 LIENS								
10109 40351	LIENS -COLLECTED BY UTILITY CO	-10,000.00	-10,000.00	-8,180.00	-4,860.00	0.00	-1,820.00	81.8%*
40400 CONVEYANCE TAX								
10109 40400	CONVEYANCE TAX	-200,000.00	-200,000.00	-469,752.23	-60,970.42	0.00	269,752.23	234.9%
41020 MARRIAGE LICENSES								
10109 41020	MARRIAGE LICENSES	0.00	0.00	-2,944.00	-464.00	0.00	2,944.00	100.0%
41021 HUNTING & FISHING LICENSE								
10109 41021	HUNTING & FISHING LICENSE	0.00	0.00	-92.00	-5.00	0.00	92.00	100.0%
41022 DOG LICENSES								
10109 41022	DOG LICENSES	0.00	0.00	-1,505.00	-1,120.50	0.00	1,505.00	100.0%
41029 WTFD-EL SHELLFISH PERMITS								
10109 41029	WTFD-EL SHELLFISH PERMITS	0.00	0.00	-360.50	-35.00	0.00	360.50	100.0%
41031 WATERFORD SHELLFISH PERMI								
10109 41031	WATERFORD SHELLFISH PERMT	0.00	0.00	-63.80	-22.00	0.00	63.80	100.0%

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Town of Waterford, CT
 YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09	TOWN CLERK						
ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
42009 RECORDING FEES							
<u>10109 42009</u>	RECORDING FEES						
-200,000.00	-200,000.00	-156,809.00	-11,322.00	0.00	-43,191.00	78.4%*	
44004 COPIES							
<u>10109 44004</u>	COPIES						
0.00	0.00	-24,847.50	-1,680.00	0.00	24,847.50	100.0%	
44005 VITAL STATISTICS							
<u>10109 44005</u>	VITAL STATISTICS						
0.00	0.00	-31,530.00	-4,600.00	0.00	31,530.00	100.0%	
44006 MISCELLANEOUS							
<u>10109 44006</u>	MISCELLANEOUS						
0.00	0.00	-2,778.00	-411.00	0.00	2,778.00	100.0%	
44254 LOCAL CAPITAL IMPROVEMENT							
<u>10109 44254</u>	LOCIP FUND- AGRICULTURAL REC.						
0.00	0.00	-9,474.00	-858.00	0.00	9,474.00	100.0%	
TOTAL TOWN CLERK							
-410,000.00	-410,000.00	-708,336.03	-86,347.92	0.00	298,336.03	172.8%	
TOTAL GENERAL FUND							
-410,000.00	-410,000.00	-708,336.03	-86,347.92	0.00	298,336.03	172.8%	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

ACCOUNTS FOR: 09		TOWN CLERK						
ORIGINAL APPROP		REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
226 HISTORIC DOCUMENT PRESERVATION								
22602 HISTORIC DOCUMENT PRESERVATION								
48750 STATE OF CONN GRANT								
<u>22602 48750</u>		STATE OF CONN GRANT						
	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	
TOTAL HISTORIC DOCUMENT PRESERVAT								
	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	
TOTAL HISTORIC DOCUMENT PRESERVAT								
	0.00	0.00	-10,000.00	0.00	0.00	10,000.00	100.0%	

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Town of Waterford, CT
YEAR-TO-DATE BUDGET REPORT

06/30/22

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FOR 2022 12

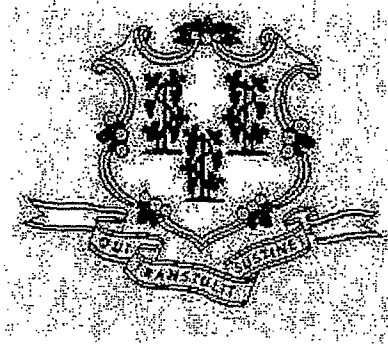
ACCOUNTS FOR: 09		TOWN CLERK						
ORIGINAL APPROP		REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	% USED	
293 CT STATE LIBRARY TARGETED GRAN								
29302 CT STATE LIBRARY TARGETED GRAN								
48750 STATE OF CONN GRANT								
29302 48750	STATE OF CONN GRANT							
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL CT STATE LIBRARY TARGETED G								
0.00	0.00		-5,500.00	0.00	0.00	5,500.00	100.0%	
TOTAL TOWN CLERK								
-410,000.00	-410,000.00		-723,836.03	-86,347.92	0.00	313,836.03	176.5%	
TOTAL REVENUES								
-410,000.00	-410,000.00		-723,836.03	-86,347.92	0.00	313,836.03		

TOWN of WATERFORD

Targeted Grants:

FY 2023

**Historic Documents
Preservation Grant Program
State of Connecticut**



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

APPLICATION
TARGETED GRANT FY 2023
 Historic Documents Preservation Program
 Connecticut Municipalities
 GP-001 (rev. 1/2022)



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

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

Name of Municipality: **Town of Waterford**
Use full municipality name, ie 'Town of' or 'City of'

Name of Municipal CEO: **Robert Brule** **Title:** **First Selectman**

Phone with Area Code: 860.444.5834

Email: Rbrule@waterfordct.org

Name of Town Clerk: **David L. Campo** **Title:** **Town Clerk**

Phone with Area Code: 860.444.5829

Email: Dcampo@waterfordct.org **Check if Designated Applicant:** ☒

TC Mailing Address: 15 Rope Ferry Rd, Waterford CT, 06385

MCEO Address if Different:

Grant Application Deadline: ☐ Cycle 1: April 30, 2022 ☒ Cycle 2: September 30, 2022

Grant Contract Period: The contract period begins after July 1, 2022 AND receipt of the fully executed contract. Grant projects must be completed and funds expended by June 30, 2023.

Maximum Grant Allowed:

\$5,500	Small Municipality	Population less than 20,000
\$7,500	Medium Municipality	Population between 20,000 and 69,999
\$10,500	Large Municipality	Population of 70,000 or greater

Amount Requested: \$ 5,500

Grant Category(ies):

☐ Inventory and Planning	☐ Organization and Indexing
☐ Program Development	☐ Storage and Facilities
☒ Preservation/Conservation	

See Page 6 of the Guidelines for Category descriptions.

Budget Summary	Grant Funds (A)	Local Funds (B)	Total Funds (A+B)
1. Consultants/Vendors (Total cost for all consultants and vendors)	\$ 4,050	\$	\$ 4,050
2. Equipment (Total cost for eligible items, i.e. shelving)	\$	\$	\$
3. Supplies (Total cost for eligible items, i.e. archival supplies)	\$ 1,450	\$	\$ 1,450
4. Town Personnel Costs (Total cost for all town personnel)	¹ \$	² \$	\$
5. Other (Please specify on a separate sheet; rarely used)	\$	\$	\$
6. TOTAL	\$ 5,500	\$	\$ 5,500

¹ Base pay only for personnel hired directly by the municipality for the grant project. Consultant/vendor costs should be listed on Line 1.

² Personnel taxes, benefits and any overtime must be paid by the municipality.

Narrative Page & Supporting Documents

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

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

1. **Describe the project.** State what will be done and why. In addition, for records projects, identify the specific records, including date ranges. For conservation projects, also address microfilming – see Guidelines booklet for instructions under Preservation/Conservation on Page 9.
2. **Provide vendor/personnel info & timeframe.** For vendors, identify the company and the timeframe for completing the work within the grant period. For town personnel – see Guidelines booklet for instructions under Town Personnel Costs on Page 12.
3. **State what will be accomplished.** Explain how the project will impact the records, the office and/or the municipality.
4. **Provide a detailed budget.** If applying for only one project with one vendor – omit this question. If applying for more than one project – show the detail for each line item listed on page 1 of the Application (Consultants/Vendors, Equipment, Supplies, and Town Personnel Costs) and the split between grant and local funds for each line item (if any).
5. **Attach supporting documents.** For vendors: provide a copy of the proposal or quote. For direct purchases of equipment or supplies: provide a copy of the product information/pricing from the website or catalog.

Designation of Town Clerk as Applicant

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

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

Robert Brule
Signature of MCEO

07/27/2022
Date

Robert Brule, First Selectman
Name and Title of MCEO

Certification of the Application

This section must be signed by the applicant.

If the Town Clerk is designated above, the Town Clerk must sign. If the Town Clerk is not designated, the MCEO must sign.

I hereby certify that the statements contained in this application are true and that all eligibility requirements as outlined in the *FY 2023 Targeted Grant Guidelines* have been met.

Signature of Applicant (MCEO or Town Clerk if Designated)

07/27/2022
Date (must be same as or later than above date)

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

For State Library Use Only

Grant Disposition: ☐ Approved ☐ Denied

Grant Award: \$ _____

Grant Number: _____

Signature of Public Records Administrator

Date

APPLICATION

TARGETED GRANT FY 2023, CYCLE 2

Historic Documents Preservation Program

1. Describe the project: This is a continuation of last year's project. The primary focus of the project is preservation and retrieval of records in case of disaster. Minutes will be microfilmed from last year and stored. We are also converting some microfilm of meeting minutes to TIFF images and then to hard copies. Hard copies will be created without using grant funds. This will provide us the ability to scan to our website and provide a required hard copy in our vault. New binders will replace older worn out binders.

Additionally, some paper and linen maps do not copy well and need to be left unused for preservation. Florek Surveying will convert some of these to mylars.

(See attached job estimate)

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

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

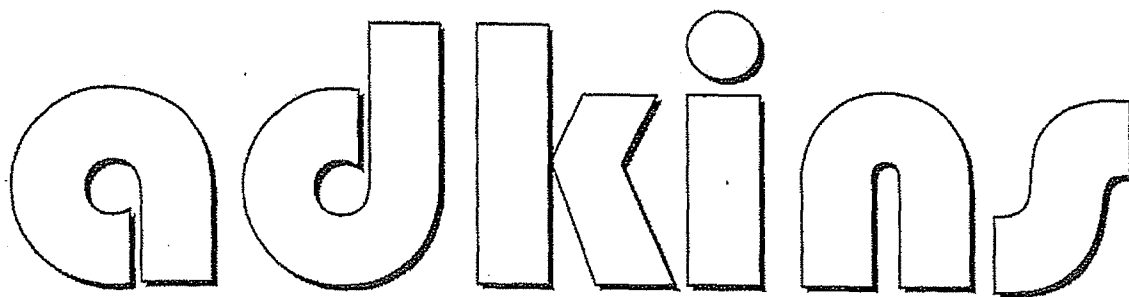
and Brian Florek, LS at:

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

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

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

5. Attach supporting documentation: Enclosed



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

Title of Job: Creation of TIFF images from microfilm

The Town of Waterford has 5,000 pages of minutes on microfilm that need to be converted to TIFF images for easy viewing and printing.

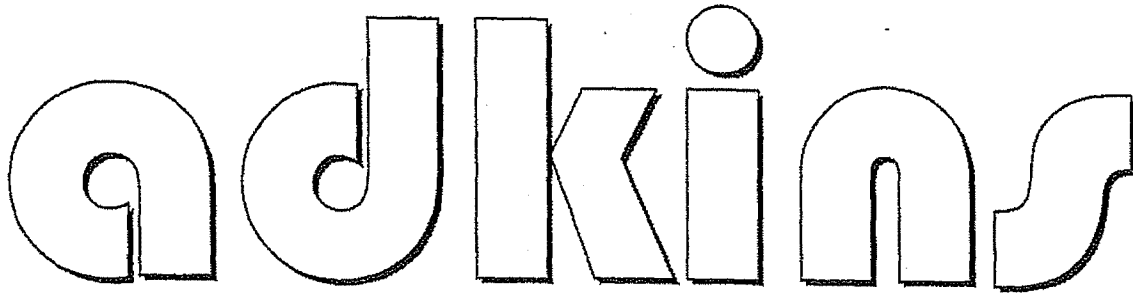
15,938 images converted to TIFF images @ \$0.16/image..... \$2,550/lot

TOTAL COST.....\$2,550

This project will take approximately 4 - 6 weeks to complete.

Signed: _____

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

Title of Job: Archival Supplies

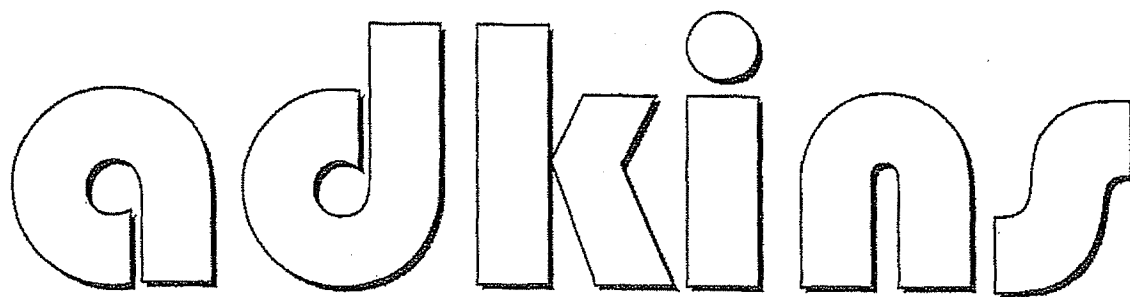
- Ten vital binders @ \$140/binder..... \$1,400.00/lot
- UPS freight on above.....\$50.00

TOTAL COST.....\$1,450

Signed: _____

A handwritten signature in cursive script, reading "Irene Sulewski", is written over a horizontal line.

Irene Sulewski, Municipal Account Specialist



40 SOUTH STREET, P.O. BOX 2440, NEW BRITAIN, CT 06050-2440

Tel: 1-800-807-3981 irene@adkinsinc.net

JOB ESTIMATE

March 11, 2022

Client: Waterford Town Clerk

Title of Job: Creation of microfilm from PDF's

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

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

TOTAL COST.....\$500.00

This project will take approximately 4 weeks to complete.

Signed: _____

A handwritten signature in cursive script, reading "Irene Sulewski", is written over a horizontal line.

Irene Sulewski, Municipal Account Specialist

Florek Surveying, LLC

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

JOB ESTIMATE

July 21, 2022

Client: Waterford Town Clerk

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

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

13 filed plans on linen and paper to be converted to fix-line mylar @ \$76.92 / fix-line mylar. \$1,000.00

Total Cost= \$1,000.00

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

Regards,

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



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