

TOWN OF WATERFORD
GENERAL FUND
2021-2022 PROPOSED BUDGET

DEPT/AGENCY:

10101

BOARD OF SELECTMEN

LINE ITEM	DESCRIPTION	2019/2020 ACTUAL EXPENDED	2020/2021 RTM APPROP.	2020/2021 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/21	2021/2022 DEPT/ AGENCY REQUEST	2021/2022 FIRST SELECTMAN RECOMMENDS	RECOMMENDED BD OF SELECTMEN (2/3/21)	2021/2022 BOARD OF FINANCE REDUCTIONS	2021/2022 RECOMMENDED BD OF FINANCE (3/10/21)	BOF Approved \$ Increase	BOF Approved % Increase	
PERSONNEL COSTS													
51010	FIRST SELECTMAN	106,451	107,596		52,985	110,837	110,837	110,837		110,837	3,241	3.01%	
51020	OTHER SELECTMEN	3,657	3,669		1,834	3,780	3,780	3,780		3,780	111	3.03%	
51110	ADMINISTRATION	70,024	69,497		27,976	71,061	71,061	71,061		71,061	1,564	2.25%	
51210	CLERICAL/TECHNICAL	0	75		63	75	75	75		75	0	0.00%	
51810	OVERTIME	0	0		0	0	0	0		0	0		
51920	F.I.C.A	13,233	13,690		6,255	14,210	14,210	14,210		14,210	520	3.80%	
	SUBTOTAL	193,365	194,527	0	89,113	199,963	199,963	199,963	0	199,963	5,436	2.79%	
SERVICES													
52010	ADVERTISING	0	100		0	100	100	100		100	0	0.00%	
52020	POSTAGE	250	75		19	100	100	100		100	25	33.33%	
52030	PROFESSIONAL FEES	3,929	3,680		0	3,000	3,000	3,000		3,000	-680	-18.48%	
52040	SERVICE CONT & REPAIRS	1,398	1,300		549	0	0	0		0	-1,300	-100.00%	
52050	DUES, CONF., & EDUCATION	0	150		0	400	400	400		400	250	166.67%	
52070	REIMBURSABLE EXPENSE	270	370		254	700	700	700		700	330	89.19%	
	SUBTOTAL	5,847	5,675	0	822	4,300	4,300	4,300	0	4,300	-1,375	-24.23%	
MATERIALS & SUPPLIES													
53020	OTHER SUPPLIES	1,248	150	200	164	150	150	150		150	0	0.00%	
53090	FUELS & LUBRICANTS	949	968	-200	178	900	900	900		900	-68	-7.02%	
53119	EMERGENCY EXPENDITURE	191,482	0		0	0	0	0		0	0		
	SUBTOTAL	193,679	1,118	0	342	1,050	1,050	1,050	0	5,350	4,232	378.53%	
FURNITURE													
54010	OFFICE FURNITURE					0	0	0					
	SUBTOTAL	0	0	0	0	0	0	0	0	1,050			
DEPARTMENT TOTAL		392,891	201,320	0	90,277	205,313	205,313	205,313	0	205,313	3,993	1.98%	



Board of Selectmen FISCAL YEAR 2022 BUDGET

Town of Waterford

BUDGET FUNCTION

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

Our Mission:

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

FY2022 BUDGET SUMMARY

Over the past year, during challenging times during Covid-19, my office introduced 10 Emergency Orders in town to ensure residents remained safe during the pandemic. My office worked diligently to keep Town Hall and other town offices and departments open to residents in a safe manner (open by appointment only, programs and activities cancelled and limiting number of residents in areas to respect to social distancing).

During the pandemic, the First Selectman's office remained open to the public and continues to maximize new meeting technology, such as ZOOM, to meet regularly with residents, town staff and community members and continue to hold routine and special public meetings and hearings, per ordinance.

Working closely with our IT Department, the town efficiently designed a consistent and effective means of municipal communication. In addition, technology continues to play a necessary role for my office, including, but not limited to, social media presence, professional writing, economic development networking and emergency services upgrades.

Covid-19 has delayed attendance at conferences, trainings and education, however, through the town's SustainableCT membership, my office interviewed and selected an Equity Coach to assist in the creation of a community DEI committee. There will be continued work and need for more DEI initiatives in town, partnerships with the private sector and increased training, education and need for professional services. These professional services will focus on social media communication, legal questions necessitating a neutral party opinion and professional writers to assist with messaging and assistance.

BUDGET EXPLANATIONS BY CATEGORY

BOARD OF SELECTMEN BUDGET JUSTIFICATION FY 2022

51010 FIRST SELECTMAN

110,837

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

Expended FY20	Expended FY19	Expended FY18
109,523	105,694	103,115

51020 OTHER SELECTMEN

3,780

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

Expended FY20	Expended FY19	Expended FY18
3,735	3,604	3,368

51110 ADMINISTRATION

71,061

Effective July 1, 2021, the RTM approved a 2.25% rate increase

Expended FY20	Expended FY19	Expended FY18
69,497	69,497	67,946

51210 CLERICAL/TECHNICAL

75

Expended FY20	Expended FY19	Expended FY18
75	150	0

51810 OVERTIME

0

Expended FY20	Expended FY19	Expended FY18
0	0	0

51920 FICA

14,210

Effective July 1, 2021, elected officials will receive a 1.2% rate increase based on the October 2020 CPI-U.

7.65% of Taxable Wages of \$185,753 = \$14,210

Expended FY20	Expended FY19	Expended FY18
13,690	13,691	12,513

GRAND TOTAL 51000 Series

199,963

52010 ADVERTISING

100

To cover the costs of legal notices as required by State Statues and other public notices which are published by the Board of Selectmen.

Expended FY20	Expended FY19	Expended FY18
100	200	0

52020 POSTAGE

100

Cards and letters mailed to residents and businesses

Expended FY20	Expended FY19	Expended FY18
75	125	32

52030 PROFESSIONAL FEES

3,000

Professional development and consultation for municipal leadership

Legal fees for independent counsel for third party review

Social media consultant expertise

Funds for professional writing for economic development & public service announcements

Expended FY20	Expended FY19	Expended FY18
3680	5000	52,942

52040 SERVICE CONT., & REPAIRS

0

Expended FY20	Expended FY19	Expended FY18
1300	1582	1261

52050 DUES, CONFERENCES AND EDUCATION

400

Educational materials; attendance at conferences, meetings and seminars, mainly state and regional

CCM Annual Conference (\$125)

Fred Pryor Leadership Seminars for First Selectman (\$275)

Expended FY20	Expended FY19	Expended FY18
150	150	205

52070 REIMBURSABLE EXPENSE

700

Refreshments at office and other departments in town; flowers for special occasions and acknowledgements, cards and PPE

Expended FY20	Expended FY19	Expended FY18
370	480	365

GRAND TOTAL 52000 Series 4,300

53020 OTHER SUPPLIES 150

Office supplies

Expended FY20	Expended FY19	Expended FY18
150	150	85

53090 FUELS & LUBRICANTS 900

Routine maintenance and service on 1-WFD

Expended FY20	Expended FY19	Expended FY18
968	1000	717

GRAND TOTAL 53000 Series \$1,050

DEPARTMENT TOTAL \$205,313

**TOWN OF WATERFORD
GENERAL FUND
FIRST SELECTMEN'S BUDGET HISTORY**

LINE ITEM	DESCRIPTION	FY16 ACTUAL EXPENDED	FY17 ACTUAL EXPENDED	FY18 ACTUAL EXPENDED	FY19 ACTUAL EXPENDED	FY20 ACTUAL EXPENDED	FY21 EXPENDED THROUGH 1/1/21	FY22 PROPOSED
PERSONNEL COSTS								
51010	FIRST SELECTMAN	100,168	99,786	101,093	103,115	106,451	52,985	110,837
51020	OTHER SELECTMEN	3,388	3,388	3,422	3,368	3,657	1,834	3,780
51110	ADMINISTRATION	63,277	64,296	65,491	67,946	70,024	27,976	71,061
51210	CLERICAL/TECHNICAL	0	0	0	0	0	63	75
51810	OVERTIME	0	0	0	0	0	0	0
51920	F.I.C.A	11,921	12,245	12,335	12,513	13,233	6,255	14,210
	SUBTOTAL	178,754	179,715	182,341	186,942	193,365	89,113	199,963
SERVICES								
52010	ADVERTISING	0	115	0	0	0	0	100
52020	POSTAGE	82	95	65	32	250	19	100
52030	PROFESSIONAL FEES	61,743	63,471	115,385	52,942	3,929	0	3,000
52040	SERVICE CONT & REPAIRS	1,246	1,504	1,390	1,261	1,398	549	0
52050	DUES, CONF., & EDUCATION	72	75	0	205	0	0	400
52070	REIMBURSABLE EXPENSE	421	390	361	365	270	254	700
	SUBTOTAL	63,564	65,650	117,201	54,805	5,847	822	4,300
MATERIALS & SUPPLIES								
53020	OTHER SUPPLIES	31	95	92	85	1,248	164	150
53090	FUELS & LUBRICANTS	662	565	759	717	949	178	900
53119	EMERGENCY EXPENDITURE*					191,482		
	SUBTOTAL	693	660	851	802	193,679	342	1,050
	DEPARTMENT TOTAL	243,011	246,025	300,393	242,549	392,891	90,277	205,313

*Emergency Expenditure (COVID-19 expenses)

**TOWN OF WATERFORD
WORKSHEET - FIRST SE
2021/2022 FISCAL YEAR**

LINE 51920

[illegible]

WORKDAYS	WEEKS TO BUDGET
2021/2022	
261	52.2

NOTES

- 1 FY22 proposed salary includes a 1.8% increase for FY21 and a 1.2% increase for FY22
- 2 FY22 proposed salary includes a 2.5% increase for FY22

Consulting Services Agreement

Thank you for choosing LEAP LLC. We are excited to work with you to establish a Diversity, Equity, and Inclusion working group for the Town of Waterford.

THIS AGREEMENT (the "Agreement"), is entered into on this date 2/11/2021 by and between LEAP LLC ("The Company") an Orange, CT limited liability company, with a mailing address of 846 Dogburn Rd, Orange, CT 06477, and;

The Town of Waterford, (the "Client") whose address is: 15 Rope Ferry Road, Waterford, CT 06385-2886 (collectively, the "Parties").

The Client and The Company agree as follows:

1. The Services

The Company will:

- 1.1 Formally invite recommended members to establish a Town of Waterford Diversity, Equity, and Inclusion (DEI) workgroup ("the Workgroup");
- 1.2 Draft Terms of Reference for the Workgroup, which will include expectations for collaboration with other municipal DEI workgroups;
- 1.3 Prepare for and facilitate the first five meetings of the Workgroup, within which the Company will assist the Workgroup to: review and revise the Terms of Reference, establish roles for Workgroup members, establish Workgroup member expectations, create the Workgroup's purpose, establish the Workgroup's communication infrastructure, identify the Workgroup's outcomes, and establish accountability expectations to said outcomes.

2. Client Requirements

Client agrees to the following terms for delivery and review of materials:

- 2.1 Client recommends members, organizations, or municipal departments for the Workgroup.
- 2.2 Client reviews draft Terms of Reference as stated in Section 1.2.
- 2.3 The First Selectman of the Town of Waterford or a representative of the First Selectman of the Town of Waterford will attend the first five meetings of the Workgroup.
- 2.4 Client reviews and approves the final Workgroup Terms of Reference.

2.5 Client reviews and approves Workgroup's members decisions regarding roles for Workgroup members, Workgroup member expectations, Workgroup's purpose, communication infrastructure, outcomes, and accountability expectations to said outcomes

3. Compensation and Payment

For the Services described in Sections 1.1-1.3, Client will pay \$125 per hour up to a maximum of \$2,500 in fees. The Company will invoice the Client bi-monthly. The Company estimates the Services can be completed in 20 hours. If the Company does not complete the services described in Sections 1.1-1.3 within the established constraint (i.e., time and budget), a new contract will be discussed to establish compensation for completing the remaining Services.

4. Term

This Agreement will commence on the effective date set forth above and will continue through 01 June 2021. If the services described 1.1-1.3 are not completed by 01 June 2021, then the contract will continue on a month-to-month basis unless terminated by The Company or Client or unless otherwise agreed to by The Company and the Client.

5. Termination

If the Client wishes to terminate the Services hereunder, then the Client must submit a written request to The Company at least seven (7) days prior to the desired date of termination. Written requests to terminate may be made by mail or e-mail. If Client chooses to terminate this agreement in writing, all monies owed to The Company for work completed prior to the time of termination will be due.

6. Additional Services

All services requested by the Client outside the scope of this Agreement, will be performed at a rate of \$125 per hour by the Company. The Client will be notified and must approve in writing (email is sufficient) additional services before they will be performed.

7. Limitation of Liability

The Company shall not be liable for any incidental, consequential, indirect, or special damages, caused or alleged to have been caused by the performance or nonperformance of the Services. Client agrees that, in the event The Company is determined to be liable for any such loss, the Client's sole remedy against The Company is limited to a refund of payments made by Client for said Services, less expenses paid to subcontractors or to third parties. The Company is not responsible for errors which result from faulty or incomplete information supplied to The Company by Client. The Client also agrees to not seek damages more than the contractually agreed upon limitations directly or indirectly through suits by or against other parties. The Company shall not be liable to the Client for any costs, damages or delays due to causes beyond its control.

8. Handling of Disputes

The Parties agree that any dispute regarding this Agreement, and any claim made by Client for return of monies paid to The Company, shall be handled in accordance with applicable State and Federal laws.

9. Complete Agreement

This Agreement is the final, complete, and exclusive Agreement of the Parties. No modification of or amendment to this Agreement shall be effective unless in writing and signed by each of the Parties.

10. Severability

If any component of this Agreement shall be held to be illegal, invalid, or unenforceable, the said component shall be fully severable, and this Agreement shall be understood and enforced as if such illegal, invalid, or unenforceable components had never been part of this Agreement. The remaining components of this Agreement will remain.

By their signatures below, the parties hereby understand and agree to all terms and conditions of this Agreement.

Client:

Name:

Company:

Signature:

Date:

Robert Buile
Term of Waterford
Robert Buile
2/11/2021

The Company

Name:

Company:

Signature:

Date:

Elizabeth McGee
LEAR CONSULTING
[Signature]
11 MARCH 2021