

FIFTEEN ROPE FERRY ROAD
WATERFORD, CT 06385-2886



PHONE: 860-442-0553
www.waterfordct.org

BOARD OF FINANCE
AGENDA

Waterford Town Hall
Budget Hearing

Monday, March 9, 2026
Town Hall 7:00 p.m.

1. Call to Order
2. Public Comment
3. 10113 – Economic Development Commission
4. 10114 – Conservation Commission
5. 10110 – Planning & Zoning
6. 10115 – Zoning Board of Appeals
7. 10118 – Building Department
8. 10141 – Flood and Erosion Control
9. 10107 – Finance Department
10. Review Projected Revenue
11. Adjournment

RECEIVED FOR RECORD
WATERFORD, CT
2026 MAR - 6 P 3:09
ATTEST: *David H. Long*
TOWN CLERK

Glenn Patterson, Chairman

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10113 ECONOMIC DEVELOPMENT COMMISSION8

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (12/16/25)	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES											
52010	ADVERTISING	0		500		400	500	500	500	0	0.00%
52020	POSTAGE	7	8	1,000		0	1,000	1,000	1,000	0	0.00%
52030	PROFESSIONAL FEES	0	-25	11,800		0	14,000	14,000	14,000	2,200	18.64%
52050	DUES, CONF. & EDUC.	9,153	25	11,752		9,062	9,607	9,607	9,607	(2,145)	-18.25%
52060	PRINTING	31	-8	200		0	200	200	200	0	0.00%
52070	REIMBURSABLE EXPENSES			100		0	100	100	100	0	0.00%
	SUBTOTAL	9,191	0	25,352	0	9,462	25,407	25,407	25,407	55	0.22%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	0		0	0	0	0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	9,191	0	25,352	0	9,462	25,407	25,407	25,407	55	0.22%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET FUNCTION

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

LOOKING AHEAD

The Commission voted to continue to ensure that it has the resources to better support Waterford's economic development efforts. To assist in supporting those efforts the Commission will utilize the services of a part time Economic Development Community Liaison. The purpose of the position is to assist the Economic Development Commission by performing tasks such as business recruitment and retention which may include researching and implementing grant opportunities. This position will also support the Economic Development Commission by providing an individual to assist the Commission in its initiatives and to represent the Commission at meetings with regional, state and national Economic Development Organizations. The proposed funding for this position is \$25,000 and is included in the Planning and Zoning Commission FY2027 Personnel Budget.

MEMBERS

Michael Buscetto III, Chair
Edward Lusher
James Nicholas
Kathleen Mullen – Kohl

ALTERNATES

Julie Lawrence
Scott Gladstone

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Economic Development Commission



BUDGET SUMMARY

ECONOMIC DEVELOPMENT COMMISSION: Proposed Fiscal Year 2027	
SERVICES:	
10113-52010-101-010-13-00-52 ADVERTISING	500
10113-52020-101-010-13-00-52 POSTAGE	1,000
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	14,000
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	9,607
10113-52060-101-010-13-00-52 PRINTING	200
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100
TOTAL	25,407

Advertising Line 10113-52010

\$500 Requested

The EDC will advertise via print, digital, and social media platforms. Advertisements for EDC sponsored events to aimed at helping local small businesses gain access to grants, loans and buisness advising services would be paid from this line.

Postage 10113-52030

\$1000 Requested

The EDC will pay for postage to advertise EDC sponsored events out of this line.

Professional Fees Line 10113-52030

\$14,000 Requested

While the Economic Development Commission continues to utilize the support it receives from partnering with organizations including SeCTer and the Chamber of Commerce of Eastern CT for certain events and services, there are circumstances which require specific expertise in support of promoting and facilitating Economic Development Commission initiatives. The Economic Development Commission will utilize these funds for consulting services such as market studies focused along business corridors including the Interstate 95/ frontage roads, Route 85 and Boston Post Road, developing and maintenance of a Waterford small business database, creating Waterford promotional videos.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Economic Development Commission

Dues, Conferences and Education Line 10113-52050

\$9,607 Requested

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

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

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

Chamber of Commerce of Southeastern CT\$ 300

Promotes local networking, facilitates communication & collaboration

Business meeting expenses, including shared costs of facilities and admission costs for economic events, meetings and seminars\$ 500

Printing Line 10113-52060

\$200 Requested

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

Reimbursable Expenses Line 10113-52070

\$100 Requested

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

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Economic Development Commission



Economic Development Commission										
5 Year History of Expenditures										
	FY2025		FY2024		FY2023		FY2022		FY2021	
	ORIGINAL	FY2025	ORIGINAL	FY2024	ORIGINAL	FY2023	ORIGINAL	FY2022	ORIGINAL	FY2021
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
ECONOMIC DEVELOPMENT COMMISSION										
SERVICES:										
10113-52010-101-010-13-00-52 ADVERTISING	500	-	500	-	1,000	-	425	-	425	-
10113-52020-101-010-13-00-52 POSTAGE	-	-	-	-	-	-	-	-	200	-
10113-52030-101-010-13-00-52 PROFESSIONAL FEES	8,000	-	15,000	17,000	16,000	7,500	1,500	1,372	-	-
10113-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	16,467	9,152	16,467	9,144	10,071	8,508	7,851	7,103	8,223	7,043
10113-52060-101-010-13-00-52 PRINTING	200	39	200	-	200	-	150	-	300	-
10113-52070-101-010-13-00-52 REIMBURSABLE EXPENSES	100	-	100	177	200	383	-	-	150	-
Total SERVICES	25,267	9,191	32,267	26,321	27,471	16,391	9,926	8,475	9,298	7,043



**MINUTES
WATERFORD ECONOMIC DEVELOPMENT COMMISSION
SPECIAL MEETING
December 16, 2025
WATERFORD TOWN HALL
6:00 PM**

RECEIVED FOR RECORD
WATERFORD, CT
2025 DEC 18 AM 9:17

MEMBERS PRESENT: Chairman Michael Buscetto, James Nicholas and Kathleen Mullen-Kohl
MEMBERS ABSENT: Edward Lusher
ALTERNATES PRESENT: Scott Gladstone (Call In)
ALTERNATES ABSENT: Julie Lawrence
STAFF PRESENT: Mark Wujtewicz, Planner, Interim Planning Director

1. CALL TO ORDER/APPOINTMENT OF ALTERNATES

Chairman Buscetto called the meeting to order at 6:00 p.m. S. Gladstone was seated for E. Lusher.

2. APPROVAL OF THE December 9, 2025 Meeting Minutes

MOTION: Motion made J. Nicholas, seconded by K. Mullen-Kohl, to approve the December 9, 2025 minutes.

VOTE: 4-0

3. NEW BUSINESS

Draft FY 2027 Budget

M. Wujtewicz reviewed the draft budget with the Commission,

MOTION: Motion made J. Nicholas, seconded by M. Buscetto to approve the FY2027 Economic Development Commission draft budget.

VOTE: 4-0

4. ADJOURNMENT

MOTION: Motion made by J. Nicholas, seconded by K. Mullen-Kohl to adjourn the meeting at 6:10 p.m.

VOTE: 4-0

Respectively submitted,

Mark Wujtewicz
Planner/Acting Planning Director

**TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET**

DEPT/AGENCY: 10114 CONSERVATION COMMISSION

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (11/13/25)	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES											
52010	ADVERTISING	821		1,500		1,200	1,500	1,500	1,500	0	0.00%
52020	POSTAGE	103		125		64	125	125	125	0	0.00%
52030	PROFESSIONAL SERVICES	0	-25	3,500		0	3,500	3,500	3,500	0	0.00%
52031	PLANNING SERVICES	3,483		12,000		8,518	12,000	12,000	12,000	0	0.00%
52050	DUES, CONF. & EDUC.	625	25	600		500	600	600	600	0	0.00%
52060	PRINTING	0		25		0	25	25	25	0	0.00%
	SUBTOTAL	5,032	0	17,750	0	10,282	17,750	17,750	17,750	0	0.00%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	0		500		35	500	500	500	0	0.00%
	SUBTOTAL	0	0	500	0	35	500	500	500	0	0.00%
	DEPARTMENT TOTAL	5,032	0	18,250	0	10,317	18,250	18,250	18,250	0	0.00%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



BUDGET FUNCTION

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

The Conservation Commission held 17 regularly scheduled meetings in FY 2024/25 and rendered decisions on 14 applications to conduct activities in and adjacent to inland wetlands and watercourses. Inland Wetland permits issued authorized the temporary disturbance of 0.02 acres of wetland. Wetland mitigation efforts completed included on-site wetland restoration of 0.012 acres of wetland.

MEMBERS

Richard Muckle, Chair
Tali Maidelis, Secretary
David Lersch
Geneva Renegar
Wade Thomas
Keith Kriet
Ivy Plis

ALTERNATES

Matthew Shea
David DeNoia
Avery Holzworth

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



FEES

FEES – Application Fees Generated from Inland Wetland Permit Applications

<u>Fiscal Year</u>	<u>Total Fees Collected</u>
FY 2020/2021	\$ 800
FY 2021/2022	\$ 700
FY 2022/2023	\$ 1,600
FY 2023/2024	\$ 1,050
FY 2024/2025	\$ 362
FY 2025/2026 – 4 months	\$ 360

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

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION**



BUDGET SUMMARY

CONSERVATION COMMISSION: Proposed Fiscal Year 2027

SERVICES:

10114-52010-101-010-14-00-52 ADVERTISING	1,500
10114-52020-101-010-14-00-52 POSTAGE	125
10114-52030-101-010-14-00-52 PROFESSIONAL FEES	3,500
10114-52031-101-010-14-00-52 PLANNING SERVICES	12,000
10114-52050-101-010-14-00-52 DUES, CONFERENCES & EDUCATION	600
10114-52060-101-010-14-00-52 PRINTING	25

TOTAL	17,750
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MATERIALS & SUPPLIES:

10114-53020-101-010-14-00-53 OTHER SUPPLIES	500
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TOTAL	500
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TOTAL	18,250
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Advertising Line 10114-52010

\$ 1,500 Requested

The advertising account covers the cost of all legal notice requirements required by State statute. This includes publication of notices of public hearings, enforcement orders and notices of decision on all Commission inland wetland agency actions. Advertisements for public hearings and decisions of the Commission are required to be published in a newspaper having general circulation in Waterford. To off-set publication costs, the Commission requires an additional fee of \$400.00 when a public hearing is required for the legal notices. The requested budget amount is consistent with that approved for the FY 2025/26 budget.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Postage Line 10114-52020

\$ 125 Requested

Postage expenditures include certified letter mailings required for notice of Commission decisions on applications and for enforcement proceedings, correspondence to Town residents, and referrals to municipal, State and Federal agencies. The requested budget amount is consistent with that approved for the FY 2025/26 budget.

Professional Services Line 10114-52030

\$ 3,500 Requested

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

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

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

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

The requested budget amount is consistent with that approved for the FY 2025/26 budget.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: CONSERVATION COMMISSION

Planning Services Line 10114-52031

\$ 12,000 Requested

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

The surface water quality monitoring program has been conducted for the past 25 years by the Conservation Commission and has generated comprehensive data on the quality of the town's water resources. This data is used to evaluate potential impacts of land development on stream health and to track changes in water chemistry over time. It also provides a scientific basis for the Conservation Commission to establish required levels of stormwater treatment for development proposals, and water quality mitigation goals for enforcement proceedings.

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

The 2022 State of Connecticut Integrated Water Quality Report, submitted by CT DEEP to the EPA, identifies Alewife Cove, Jordan Cove, and areas of Niantic Bay and the Niantic River as impaired estuaries that do not fully support designated uses of habitat for fish and other aquatic wildlife. Fenger Brook is listed as not supporting designated uses for aquatic life and recreation. The section of Hunts Brook downstream of the Miller Pond dam is listed as not supporting fish and aquatic life habitat. The lower reach of Stony Brook south of Route 1 is listed as impaired for recreational use due to bacteria. The Commission continues to monitor water quality in the streams contributing to these impaired waters.

This long-term water quality monitoring is a critical part of the natural resource inventory work the Commission conducts and allows tracking of trends in water quality from land use changes and provides an indication of where water quality may be affected. Town staff conducts the sampling to minimize costs. Expenses from this line item are linked to the number of water samples collected. Due to extreme dry conditions in October & November 2024, stream sampling was not conducted.

The requested budget amount is consistent with that approved in the previous fiscal year.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: CONSERVATION COMMISSION



Dues, Conferences and Education Line 10114-52050

\$ 600 Requested

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

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

Printing Line 10114-52060

\$ 25 Requested

Expenditures under this line item include printing of oversized documents, maps and colored copies, which cannot be printed or are unavailable at Town facilities. The amount requested under this line item is the same as approved in the previous fiscal year.

Other Supplies Line 10114-53020

\$ 500 Requested

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

The amount requested under this line item is the same as approved in the previous fiscal year.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: CONSERVATION COMMISSION



Conservation Commission Development Commission										
5 Year History of Expenditures										
	FY2025		FY2024		FY2023		FY2022		FY2021	
	ORIGINAL	FY2025	ORIGINAL	FY2024	ORIGINAL	FY2023	ORIGINAL	FY2022	ORIGINAL	FY2021
	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL	BUDGET	ACTUAL
CONSERVATION COMMISSION										
SERVICES:										
10114-52010-101-010-13-00-52 ADVERTISING	1,500	820	1,500	1,069	1,500	1,599	1,500	1,105	1,500	989
10114-52020-101-010-13-00-52 POSTAGE	125	102	125	112	125	112	125	84	125	106
10114-52030-101-010-13-00-52 PROFESSIONAL FEES	3,500	-	3,500	-	3,500	-	3,500	-	3,500	3,500
10114-52031-101-010-13-00-52 PLANNING SERVICES	12,000	3,482	12,000	7,804	12,000	6,278	12,000	6,357	12,000	12,000
10114-52050-101-010-13-00-52 DUES, CONFERENCES & EDUCATION	600	625	600	295	600	315	600	275	600	295
10114-52060-101-010-13-00-52 PRINTING	25	-	25	-	25	-	25	-	25	-
Total SERVICES	17,750	5,029	17,750	9,280	17,750	8,304	17,750	7,821	17,750	16,890
MATERIALS & SUPPLIES:										
10110-53020-101-010-10-00-53 OTHER SUPPLIES	500	0	500	0	500	253	500	0	500	366
Total MATERIALS & SUPPLIES	500	0	500	0	500	253	500	0	500	366
TOTAL	18,250	5,029	18,250	9,280	18,250	8,557	18,250	7,821	18,250	17,256

Approved by the Waterford Conservation Commission – November 13, 2025

MEETING MINUTES
Waterford Conservation Commission
November 13, 2025, 6:30 p.m.
Auditorium, Waterford Town Hall

Members Present: Keith Kriet, Tali Maidelis, Richard Muckle, Ivy Plis, Geneva Renegar & Wade Thomas
Members Absent: David Lersch
Alternates Present: David DeNoia
Alternates Absent: Avery Holzworth & Matthew Shea
Staff Present: Maureen Fitzgerald, Environmental Planner
Cassandre Grote, Recording Secretary

RECEIVED FOR RECORD
WATERFORD, CT
2025 NOV 19 P 2:33
ATTEST: *[Signature]*
TOWN CLERK

1. CALL TO ORDER

The meeting was called to order by Chairman Muckle at 6:31 p.m.
D. DeNoia was seated for D. Lersch.

2. APPROVAL OF MEETING MINUTES

Motion: Made by T. Maidelis, seconded by W. Thomas to approve the October 23, 2025 meeting minutes.

Vote: 5 - 0 - 2 [I. Plis & G. Renegar abstaining]

3. NEW APPLICATIONS -

C-25-15: 33 Kenyon Road: New Construction; Owner/Applicant - Congregation Beth-El, Inc. of New London

Mike Ott, P.E, L.S., of Summer Hill Civil Engineers & Land Surveyors, P.C. presented the application on behalf of the applicant. Kathleen McFadden and Ed Goldberg of Congregation Beth El were also present. M. Ott reviewed the previously approved application and plan from 2023, and highlighted the changes between the two plans. The new proposed 3,700 sq. ft. building is located towards the front of the parcel, rather than the rear, which reduces the length of the driveway. M. Ott explained the parking plan includes 36 paved parking spaces in the front and rear of the building, and an additional overflow parking area consisting of 14 spaces of open graded crushed stone. The Commission questioned if this would be enough parking spaces. E. Goldberg explained that based on attendance history and the congregation members who do not drive, 50 spaces would be more than sufficient. M. Ott added that this is an increase in parking spaces from the previously approved plan.

M. Ott explained that surface water runoff from all impervious areas is directed to the stormwater infiltration basin. The basin was moved further upslope from the wetland, and the basin bottom elevation raised. M. Ott noted that they will no longer be filling a portion of the wetland area for construction of the basin. The driveway wetland crossing will be the same as previously approved. The roof will be residential shingles.

The Commission raised a concern regarding the dumpster location. M. Ott stated that there was no other feasible place for the dumpster. It will be on a concrete pad, graded to slope towards the parking lot and will be in an enclosure.

The Commission suggested the demarcation of overflow parking area using bollards or landscape plantings.

The Commission received the application.

4. APPLICATION REVIEW

C-25-14: 5 Bloomingdale Road: Single family residence; Owner/Applicant – Sunmar/RAF Builders, LLC – Review Draft Permit

The Commission reviewed the draft permit.

Motion: Made by W. Thomas, seconded by K. Kriet, to approve the draft permit C-25-14 as written.

Vote: 7 – 0

5. VIOLATIONS – No violations discussed.

6. OTHER BUSINESS –

a) Request for determination of no regulated wetland activity – 18 Pember Road

Staff explained that because this parcel is a rear lot, the Planning & Zoning Commission will require a report from the Conservation Commission. Staff recommended a finding of no regulated inland wetland activity, due to the distance between the clearing limits and wetland.

Motion: Made by K. Kriet, seconded by W. Thomas, to determine that the proposed residential development at 18 Pember Road does not involve regulated wetland activity based upon the distance between the limits of site clearing and grading activity and the wetland resource.

Vote: 7 – 0

b) Draft 2026/2027 Conservation Commission Budget

The Commission reviewed the proposed budget.

Motion: Made by T. Maidelis, seconded by I. Plis to approve the proposed 2026/2027 Conservation Commission Budget as presented.

Vote: 7 – 0

7. CORRESPONDENCE – No correspondence received.

8. ADJOURNMENT

Motion: Made by W. Thomas, seconded by T. Maidelis to adjourn the meeting at 7:01p.m.

Vote: 7 – 0

Respectfully Submitted,



Cassandre Grote
Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10110 PLANNING & ZONING COMMISSION

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (11/18/25)	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51110	ADMINISTRATION	119,913	19,930	110,469		10,320	100,385	100,385	100,385	(10,084)	-9.13%
51120	INSPECTION	299,519		310,491		155,974	343,253	343,253	343,253	32,762	10.55%
51210	CLERICAL/TECHNICAL	152,371	-10,000	171,570		113,660	157,139	157,139	157,139	(14,431)	-8.41%
51810	OVERTIME	1,868		6,164		390	1,500	1,500	1,500	(4,664)	-75.67%
51910	FRINGE BENEFITS	2,431		2,955		2,825	2,475	2,475	2,475	(480)	-16.24%
51920	F.I.C.A	40,763		45,791		20,759	46,235	46,235	46,235	444	0.97%
	SUBTOTAL	616,865	9,930	647,440	0	303,928	650,987	650,987	650,987	3,547	0.55%
SERVICES											
52010	ADVERTISING	1,632		4,000		1,088	4,000	4,000	4,000	0	0.00%
52020	POSTAGE	356		450		124	450	450	450	0	0.00%
52030	PROFESSIONAL FEES	19,865	10,000	20,000		5,005	20,000	20,000	20,000	0	0.00%
52040	SERVICE CONT. & REPAIR	15,242		16,172		3,685	17,172	17,172	17,172	1,000	6.18%
52050	DUES, CONF. & EDUCATION	4,892		3,260		155	3,295	3,295	3,295	35	1.07%
52060	PRINTING	376		450		2	450	450	450	0	0.00%
52070	REIMBURSABLE EXPENSE	0		200		0	200	200	200	0	0.00%
	SUBTOTAL	42,363	10,000	44,532	0	10,059	45,567	45,567	45,567	1,035	2.32%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	598		2,450		316	2,450	2,450	2,450	0	0.00%
53090	FUELS & LUBRICANTS	624		594		165	650	650	650	56	9.43%
	SUBTOTAL	1,222	0	3,044	0	481	3,100	3,100	3,100	56	1.84%
OFFICE EQUIPMENT											
54060	OFFICE FURNITURE & EQUIP.	0		0			0	0	0	0	0.00%
	SUBTOTAL	0	0	0	0	0	0	0	0	0	0.00%
	DEPARTMENT TOTAL	660,450	19,930	695,016	0	314,468	699,654	699,654	699,654	4,638	0.67%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET FUNCTION

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

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

This budget proposal represents a .67 % increase over the FY26 approved budget.

MEMBERS

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

ALTERNATES

Doris Crum
Michael Elbaum
Joseph DiBuono

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



LOOKING AHEAD

Capital Projects - Document Scanning

The Planning Department in partnership with the Building Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have gotten estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and will be available to staff and the public through the town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY-26/27.

Staffing

The Planning and Zoning Department is proposing to add a part time position of Economic Development Community Liaison to its current staffing levels. The purpose of the position is to assist the Economic Development Commission by performing tasks such as business recruitment and retention which may include researching and implementing grant opportunities. This position will also support the Economic Development Commission by providing an individual to assist the Commission in its initiatives and to represent the Commission at meetings with regional, state and national Economic Development Organizations. This will allow the Planning and Zoning staff to deliver the expected level of services to Waterford residents and businesses and fulfill the duties of the Department.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Planning and Zoning Commission



BUDGET SUMMARY

PLANNING & ZONING COMMISSION: Proposed Fiscal Year 2027

PERSONNEL:

10110-51110-101-010-10-00-51 ADMINISTRATION	100,385
10110-51120-101-010-10-00-51 INSPECTION	343,253
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	157,139
10110-51810-101-010-10-00-51 OVERTIME	1,500
10110-51910-101-010-10-00-51 FRINGE BENEFITS	2,475
10110-51920-101-010-10-00-51 F.I.C.A.	46,235

TOTAL	650,987
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SERVICES:

10110-52010-101-010-10-00-52 ADVERTISING	4,000
10110-52020-101-010-10-00-52 POSTAGE	450
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	17,172
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	3,295
10110-52060-101-010-10-00-52 PRINTING	450
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200

TOTAL	45,567
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MATERIALS & SUPPLIES:

10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,450
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	650

TOTAL	3,100
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OFFICE EQUIPMENT:

10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0
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TOTAL	0
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TOTAL	699,654
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TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

Advertising Line 10110-52010



\$4,000 Requested

Legal advertisements are required for announcing public hearings and decisions. The Department pays for all advertising associated with applications. Applicants reimburse the Town for the cost of public hearing notices. Reimbursements generally offset 25% of total advertising expenditures each year.

The Commission also places and pays for required advertisements for projects it sponsors. The Commission publishes legal notices for commission-sponsored public hearings and provides notice for public meetings. In FY27, the Commission will continue working on adoption of updated sections of the Zoning Regulations. Updates will require paying for legal advertisements. Advertisements average \$200 each.

Postage Line 10110-52020

\$450 Requested

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

Professional Fees Line 10110-52030

\$20,000 Requested

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

Service Contracts and Repairs Line 10110-52040

\$17,172 Requested

Printer and Copier Contracts- \$3,964

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

Annual GIS Parcel Mapping - \$10,000

Through a competitive bid process, Waterford awarded Tighe & Bond a contract to serve as an on-call provider and to complete annual parcel updates and web hosting for a public GIS interface. Parcel updates

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

form the basis for the Assessor's data and for all permitting activity in the Town. The public GIS site is a platform that utilizes the updated parcel mapping and continues to provide staff and the public with information ranging from zoning to floodplain data. It is also an important tool for people reviewing properties for potential development.

Cellular Phone Plans - \$1,848

The Planning Director and field staff use three smartphones and one iPad tablet in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The phone plans are \$44 per month. The iPad plan is \$22 per month. Each phone will cost \$528 per year to operate while the annual operational cost for the iPad is \$264. The total cost of cellular plans is \$1,848.

Software Licenses - \$1,360

The Department maintains a Survey Monkey membership. This service provides the ability to develop simple or complex surveys to support a variety of functions. Projects in FY27 that will benefit from having access to Survey Monkey include the Plan of Preservation, Conservation, and Development, the Economic Development Commission work, small business outreach, and department performance surveys. The cost is \$360 per year and provides flexibility in survey design.

The Department uses Muncity, a permit tracking software that is also utilized by other Town departments. While the Waterford IT Department covers the cost of the annual licensing, the Planning Department is responsible for the administrative fee. For FY 27, the fee is \$1,000.

Dues, Conferences and Education Line 10110-52050

\$3,295 Requested

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

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

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

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



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

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

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

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

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

American Planning Association Annual Conference - \$450

The conference draws professionals from planning and associated fields from around the country and the world and presents staff with the opportunity to learn firsthand about innovative planning, economic development and capital projects that could be applied in Waterford. The conference is also an opportunity to earn the required Certification Maintenance (CM) Credits toward the Planning Director's required AICP certification. The location of the conference changes annually. The APA also offers an online option which is \$450. In an effort to assess needs versus wants, the Planning Director will attend the virtual conference in FY27. By doing so the Planning Director will have the opportunity to earn the required CM Credits for their AICP certification at a significant cost savings to the Town. The Planning Director will look in future years to attend the national conference in person when it is in a location more proximate to Waterford in order to reduce costs.

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

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

Association of State Floodplain Managers (ASFPM)/Connecticut Association of Floodplain Managers (CAFM) - \$355

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

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

registration is \$110.

Northeastern Arc Users Group (NEARC) Conference - \$0

NEARC is an organization formed in 1986 to support GIS (Geographic Information System) users in the Northeast US. Waterford's Planner is responsible for managing, maintaining and upgrading GIS data for internal and public users. GIS technology is consistently evolving and it is important that Waterford's Planner maintain current knowledge of the field. In an effort to assess needs versus wants, the FY27 budget item was reduced to \$0 with the Planner attending the conference on every other year in order to reduce costs.

One-day training seminars - \$500

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

Printing Line 10110-52060

\$450 Requested

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

Reimbursable Expenses Line 10110-52070

\$200 Requested

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

Office Supplies Line 10110-53010

\$2,450 Requested

The Department routinely purchases office supplies that are not included in the supply purchasing program managed in the Finance Department. Items the Department purchases from this line include thumb drives, display boards, and commissioner name plaques. The Department estimates that \$350 will be needed for the supplies listed above in FY27.

The Department maintains a desktop color printer for daily work. Color printing is required to produce documentation for violations, evidence for court proceedings and to print project-related maps and images

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Planning and Zoning Commission

for customers. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color toner cartridges for use in the color printer is \$1,200. Plotter paper and ink cartridges for the large format copier is anticipated to cost \$900 in FY27.

Fuels and Lubricants Line 10110-53090

\$650 Requested

The Planning and Zoning Commission pays the fuel for two vehicles shared by staff including the Planning Director, Environmental Planner, Planner and Zoning Official. This budget also pays for fuel for a vehicle assigned to the Tax Assessor which is operated on a daily basis for field work. Vehicles from this department are also shared with other departments as requested. The Department estimates using approximately 325 gallons at \$2.05 per gallon. \$650 is requested.

Office Equipment Line 10110-54060

\$0 Requested

TOWN OF WATERFORD FY2027 BUDGET REQUEST

DEPARTMENT: Planning and Zoning Commission



PLANNING DEPARTMENT 5 YEAR HISTORY OF EXPENDITURES										
	FY2025		FY2024		FY2023		FY2022		FY2021	
	ORIGINAL BUDGET	FY2025 ACTUAL	ORIGINAL BUDGET	FY2024 ACTUAL	ORIGINAL BUDGET	FY2023 ACTUAL	ORIGINAL BUDGET	FY2022 ACTUAL	ORIGINAL BUDGET	FY2021 ACTUAL
PLANNING & ZONING COMMISSION:										
PERSONNEL:										
10110-51110-101-010-10-00-51 ADMINISTRATION	110,470	119,913	111,283	107,382	111,283	122,419	108,835	109,252	104,097	106,866
10110-51120-101-010-10-00-51 INSPECTION	302,919	299,519	282,411	288,459	282,917	271,747	272,386	277,241	272,147	269,685
10110-51210-101-010-10-00-51 CLERICAL AND TECHNICAL	168,362	152,371	162,634	160,034	157,143	149,923	149,889	139,099	142,400	142,475
10110-51810-101-010-10-00-51 OVERTIME	6,164	1,868	6,164	1,750	6,164	1,421	5,139	2,158	4,910	1,907
10110-51910-101-010-10-00-51 FRINGE BENEFITS	4,594	2,431	5,838	2,531	7,955	803	7,705	3,813	5,687	5,268
10110-51920-101-010-10-00-51 F.I.C.A.	44,822	40,783	43,478	39,789	43,258	38,907	41,613	37,976	40,491	37,840
Total PERSONNEL	636,331	616,865	611,808	599,925	608,720	585,220	585,567	569,539	569,792	564,041
SERVICES:										
10110-52010-101-010-10-00-52 ADVERTISING	4,000	1,632	4,000	2,739	4,000	3,439	4,000	3,371	4,000	2,790
10110-52020-101-010-10-00-52 POSTAGE	450	358	450	280	450	343	450	388	450	438
10110-52030-101-010-10-00-52 PROFESSIONAL FEES	20,000	19,865	20,000	42,205	20,000	2,768	20,000	5,728	20,000	7,788
10110-52040-101-010-10-00-52 SERVICE CONT. AND REPAIRS	16,172	15,242	15,781	6,461	15,781	8,020	16,741	6,741	25,784	25,513
10110-52050-101-010-10-00-52 DUES, CONFERENCES & EDUCAT	6,380	4,892	3,521	3,491	3,371	2,848	2,721	3,195	4,396	3,427
10110-52060-101-010-10-00-52 PRINTING	450	376	450	139	450	250	450	187	450	240
10110-52070-101-010-10-00-52 REIMBURSABLE EXPENSES	200	0	200	0	200	0	200	0	200	0
Total SERVICES	47,652	42,363	44,402	55,315	44,252	17,668	44,562	19,610	55,280	40,172
MATERIALS & SUPPLIES:										
10110-53010-101-010-10-00-53 OFFICE SUPPLIES	2,750	598	2,750	2,343	2,750	2,343	2,750	1,732	2,750	2,479
10110-53090-101-010-10-00-53 FUELS AND LUBRICANTS	840	624	810	746	810	746	595	465	765	286
Total MATERIALS & SUPPLIES	3,590	1,222	3,560	3,089	3,560	3,089	3,345	2,197	3,515	2,765
OFFICE EQUIPMENT:										
10110-54060-101-010-10-00-54 OFFICE EQUIPMENT	0	0	1,440	0	1,440	0	1,440	108	700	286
Total OFFICE EQUIPMENT	0	0	1,440	0	1,440	0	1,440	108	700	286
TOTAL	686,573	660,450	661,210	658,329	657,972	605,977	634,914	591,454	629,267	607,244

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 10 PLANNING & ZONING COMMISSION
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51110 - ADMINISTRATION									
VACANT	PLANNING DIRECTOR	40	N/A	60,784.70	N/A	100,384.78	N/A	100,384.78	7,679.44
TOTALS				60,784.70	0.00	100,384.78	0.00	100,384.78	7,679.44
51120 - INSPECTION									
11/25/1996	ENVIRONMENTAL PLANNER	40	N/A	111,291.04	\$ 2,504.05	114,073.32	\$ 2,566.65	116,639.97	8,922.96
9/11/1989	PLANNER	40	N/A	111,291.04	\$ 2,504.05	114,073.32	\$ 2,566.65	116,639.97	8,922.96
3/27/2023	ZONING OFFICIAL	40	N/A	82,900.65	\$ -	84,973.16	\$ -	84,973.16	6,500.45
NEW FY27	ECONOMIC DEVELOPMENT ASST	PT	N/A	0.00	\$ -	25,000.00	\$ -	25,000.00	1,912.50
TOTALS				305,482.73	5,008.10	338,119.80	5,133.30	343,253.10	26,258.86
51210 - CLERICAL/TECHNICAL									
		*add longevity		310,490.83					
*RETIRED 04/06/1998	Office Coordinator I (w/payout)	35	\$ -	58,947.47	\$ 600.00	0.00	N/A	0.00	0.00
10/12/2010	Office Coordinator I	35	\$ 34,701.9	41,214.51	\$ 250.00	63,400.42	\$ 350.00	63,750.42	4,876.91
10/03/2022	Secretary I	35	\$ 27,293.3	50,118.87	\$ -	49,864.79	\$ -	49,864.79	3,814.66
6/26/2023	Secretary/Clerk	35	\$ 23,822.5	42,577.50	\$ -	43,523.65	\$ -	43,523.65	3,329.56
TOTALS				192,858.35	850.00	156,788.85	350.00	157,138.85	12,021.12
		*add longevity		193,708.35					
51810 - OVERTIME				1,500.00	0.00	1,500.00	0.00	1,500.00	114.75
51910 - FRINGE/F.I.C.A.				2,318.00				2,475.00	160.65
TOTALS				568,801.88	5,858.10	596,793.43	5,483.30	604,751.73	46,234.82
BUDGET TOTAL W/F.I.C.A.				612,315.22				650,986.55	

WORKDAYS 2026/2027 261
WEEKS TO BUDGET 52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 10 PLANNING & ZONING COMMISSION
2026/2027 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING (NON-TAXABLE)	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
LINE 51910				
LINE 51920				
ENVIRONMENTAL PLANNER	\$ 125,000.00	800.00	925.00	61.2
PLANNER	\$ 125,000.00	1,300.00	1,425.00	99.45
ZONING OFFICIAL	\$ 125,000.00		125.00	0
			0.00	0
			0.00	0
TOTALS - FRINGE BENEFITS			2,475.00	160.65

***ADDED TO FICA ON
PERSONNEL WORKSHEET

**TOWN OF WATERFORD
PROPOSED REVENUE BY DEPARTMENT
GENERAL FUND
2026-2027 FISCAL YEAR**

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

DEPARTMENT: Planning

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD (11/14/25)	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	49,138	46,047	55,075	20,091	49,587	\$ (5,488)
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Versa Kart/Blue Box Purchases						\$ -
TOTALS	\$ 49,138	\$ 46,047	\$ 55,075	\$ 20,091	\$ 49,587	\$ (5,488)

**PLANNING AND ZONING COMMISSION
MEETING MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

Remote Access Only

2025 NOV 20 P 2:13
November 18, 2025

6:30 PM
ATTEST: *[Signature]*
CLERK

Members Present: Chairman Greg Massad, Karen Barnett, and Tim Conderino
Members Absent: Tim Bleasdale and Victor Ebersole
Alternates Present: Doris Crum and Michael Elbaum
Alternates Absent: Joseph DiBuono
Staff Present: Mark Wujtewicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairman Massad called the meeting to order at 6:30 PM. M. Elbaum was seated for T. Bleasdale and D. Crum was seated for V. Ebersole.

2. APPROVAL OF MINUTES

MOTION: Motion made by M. Elbaum, seconded by T. Conderino, to approve the September 9, 2025 meeting minutes.

VOTE: 4-0-1 (D. Crum abstained from the vote)

3. APPLICATION RECEIPT

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivison Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

G. Massad noted that the application was received on September 30, 2025 and would be heard that evening.

#PL-25-19 Request of Mikhail Yevsyuk, Applicant and Esther Poe, Owner for a Coastal Site Plan review and approval for a new single family home on property located at 2 Forest Street VR-7.5 Zone in accordance with Sections 6A.4.1 and 25.4 of the Zoning Regulations and as shown on plans entitled "Site Plan of 2 Forest Street, Waterford, Connecticut, Prepared for Mikhail Yevsyuk, October 9, 2025"

ACTION REQUIRED BY:

1/22/26

The application will be scheduled for review at a future date.

4. PUBLIC HEARING

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivison Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

Chairman Massad opened the public hearing at 6:36 pm.
M. Wujewicz read the list of exhibits 1-9 into the record.

- EXHIBIT 1 - Application
 - 1a. Application Form 1 (9 pages)
 - 1b. Application Form 2 (5 pages)
 - 1c. Statement of Use
 - 1d. Consistency with Plan of Conservation and Development
 - 1e. Statement of Design Compatibility
 - 1f. Storm Water Management Report
- EXHIBIT 2 - Site Plan "Brown CAM Resubdivision" Last Revision date August 14, 2025 (4 Sheets)
- EXHIBIT 3 - Notice of Public Hearing advertised in the Day newspaper on Tuesday, November 4, 2025 and Tuesday, November 11, 2025
- EXHIBIT 4 - Notice of Public Hearing to Applicant dated October 14, 2025
- EXHIBIT 5 - Certificates of Mailings
- EXHIBIT 6 - Notice of Conservation Commission Action
- EXHIBIT 7 - DEEP Site Plan Review Checklist
- EXHIBIT 8 - Staff Report dated November 18, 2025
- EXHIBIT 9 - Site Plan "Brown CAM Resubdivision" Last Revision date November 13, 2025 (4 Sheets)

Brian Florek, LS, was present on behalf of his client, Sharon Brown. His client is requesting a two lot resubdivision to create two lots for their children. He also stated that the application also includes a request for a waiver from Section 5.3.8 of the Subdivision Regulations which prohibits Flag Lots in subdivisions of less than five lots. Proposed Lot 1 meets the criteria of a Flag Lot. His client is proposing to build two residential houses with a shared driveway. The lots are proposed to be connected to municipal water and sewer systems. The project is located within the Coastal Area Management Boundary and was referred to the Connecticut Department of Energy and Environmental Protection (DEEP) for review. The proposed drainage has been designed by Dave Cooley, PE. The proposed stormwater drainage system will be connected to the Municipal drainage system in Josan Drive, and it will not have an impact on Town resources. B. Florek referenced that this property was created as part of a 1956 subdivision for Josan Drive and that if the property had not been part of a previous subdivision his client would have proposed a free split to create two lots.

Jill Neri, 11 Josan Drive, voiced concerns with the wetlands potentially being impacted behind her property and water overflow that builds into the road.

B. Florek stated that the wetland area in the front of the property will be protected by boulders as required by the Conservation Commission permit. He also stated that based upon the design of the stormwater system there will be any additional water added to the wetland. It will be isolated from any surface water runoff from the proposed driveway.

B. Florek also stated that the wetland to the rear of the property will not be impacted or disturbed in accordance with the Inland Wetland Permit that was granted by the Conservation Commission.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no public response.

MOTION: Motion made by T. Conderino, seconded by D. Crum to close the public hearing for PL-25-18.

VOTE: 5-0
Public hearing closed at 7:49 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW

#PL-25-18 Request of Sharon Brown, owner & applicant for a two lot resubdivision for property located at 9 Josan Drive, R-40 zone, as shown on plans entitled "Brown CAM Resubdivision Revised Through August 14, 2025". A coastal site plan review is required in accordance with the Coastal Management Act.

PUBLIC HEARING MUST OPEN BY:

12/4/2025

APPLICATION WAS RECEIVED:

9/30/2025

M. Wujtewicz reviewed the staff report with the Commission.

The Commission discussed the following findings:

The property is located entirely within the R-40 (Low Density Residential) Zone District

1. The division of the property constitutes a resubdivision in accordance with the definition of resubdivision within the Town of Waterford Subdivision Regulations and State Statute.
2. The proposed lots meet the lot design standards of Sections 3.34, 3.38 and 5 of the Town of Waterford Zoning Regulations.
3. The Waterford Conservation Commission issued Inland Wetland Permit# C-24-06 for regulated inland wetland activities.
4. The Waterford Conservation Commission issued a report of its action on application #C-24-0 in accordance with CGS §8.3(g).
5. The resubdivision is consistent with the applicable coastal policies in Section 22a-92 of the Connecticut General Statutes.
6. Based upon a review of the information provided in the record and in accordance with Section 5.7.1.1 of the Waterford Subdivision Regulations, the Commission finds that the granting of the waiver to Section 5.3.8 of the Subdivision Regulations with conditions allowing one flag lot in the two lot resubdivision will not be detrimental to the public safety, health and welfare nor will it have a significant adverse effect on other adjacent property.

The Commission discussed the following conditions:

1. Pursuant to section 3.38.4 of the Zoning Regulations, the Commission finds that access to Lot 2 shall be over Lot 1 perpetuity. Cross reciprocal easements shall be required over Lot 1 in favor of Lot 2. These easements shall incorporate the use of the driveway access and utilities and are to be recorded on the land records at the time final plans are recorded.
2. The shared driveway shall be designed and constructed in such a way as to support emergency vehicle apparatus. The driveway and associated drainage improvements within the area of the cross reciprocal easement shall be constructed prior to the issuance of a zoning compliance permit for house construction.
3. The public and shared improvements, including the drainage improvements and shared driveway shall be bonded prior to recording the final plans on the land records.

4. Access and utility easement language shall be submitted to the Planning Department and reviewed prior to filing the final plans on the land records.

MOTION: Motion made by T. Conderino, seconded by D. Crum to approve with conditions Application PL-25-18, a 2-Lot residential resubdivision located at 9 Josan Drive with conditions 1 through 4 and to adopt the findings 1 through 7 of the staff report date November 18, 2025.

VOTE: 5-0

The agenda was modified to move item 6 earlier in the meeting.

6. PRE-APPLICATION REVIEW

Pre-application review pursuant to CGS Section 7-159b and Section 22a.5 of the Waterford Zoning Regulations of a potential application for a proposed subdivision and PDD development at 53 Great Neck Road.

Brandon Handfield, PE, Yantic River Consultants, Skip Adams and Gordy Adams were present for the presentation. B. Handfield reviewed a Preliminary Master Plan for a Planned Design District Multi-Family development with the Commission. He noted they are proposing 47 single family units and 46 townhouse units, totaling 93 units. He reviewed potential setbacks from property lines, recreational areas and open spaces. The proposed plan has no direct wetland impacts and no work proposed in the coastal boundary.

Commissioners voiced concerns with the density, affordability and consistency with the Town's Plan of Conservation and Development.

B. Handfield thanked the Commission for their input and will review the Commissions comments with his clients.

4. PUBLIC HEARING (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz read the list of exhibits 1-9 into the record.

EXHIBIT 1 -	Application (9 pages)
EXHIBIT 2 -	Proposed Regulation Amendments
EXHIBIT 3 -	SECCOG Referral
EXHIBIT 4 -	Public Hearing Notice run in The Day newspaper July 8, 2025 and July 15, 2025
EXHIBIT 5 -	Copy of Application to Town Clerk's Office
EXHIBIT 6 -	Certified copy of Sections 1, 3 and 6 of the Town of Waterford Zoning Regulations, revised through effective date: June 4, 2025
EXHIBIT 7 -	SECCOG Response
EXHIBIT 8 -	Staff Report
EXHIBIT 9 -	DEEP Response

Kyle Stoddard 116 Old Colchester Road, read a statement regarding Agri-Tourism.

Chairman Massad asked three times if anyone from the public would like to speak regarding the application. There was no additional public response.

MOTION: Motion made by D. Crum, seconded by M. Elbaum to close the public hearing for PL-25-12.

VOTE: 5-0

The public hearing closed at 7:20 pm.

The Commission moved to the Application Review.

5. APPLICATION REVIEW (Continued)

#PL-25-12 – Application of the Waterford Planning & Zoning Commission to amend the Zoning Regulations Sections 1 Definitions, 3.41, 3.41.1, 3.41.2, 3.41.3 and 6.1.2 as they pertain to Agri-Tourism.

M. Wujtewicz reviewed the staff report with the Commission. The Commission discussed eliminating the language limiting the number of events that can be conducted in a calendar year currently in the regulations. The Commission also proposed eliminating the existing requirement for a Zoning Compliance Permit to be issued for each event and to eliminate the current language regulating the number of events that can occur within a week and during a weekend.

Concerns were raised regarding enforcement of special permit conditions and the zoning regulations. The discussion was continued to the next meeting.

7. ADMINISTRATIVE REVIEW

Draft 2024/2025 Planning and Zoning Annual Report

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2024/2025 Planning and Zoning Annual Report.

VOTE: 5-0

Draft 2026 Meeting Schedule

MOTION: Motion made by M. Elbaum, seconded by K. Barnett to approve the 2026 meeting schedule.

VOTE: 5-0

Draft Planning and Zoning FY 2027 Budget

MOTION: Motion made by D. Crum, seconded by T. Conderino to approve the FY 2027 budget.

VOTE: 5-0

8. CORRESPONDENCE

No correspondence was received or discussed.

9. COMMISSION BUSINESS

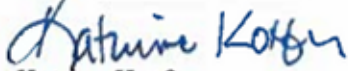
M. Wujtecwicz reviewed the status of current and upcoming projects throughout Town with the Commission.

10. ADJOURNMENT

MOTION: Motion made by K. Barnett, seconded by D. Crum to adjourn at 8:17 pm.

VOTE: 5-0

Respectfully Submitted,



Katrina Kotfer

Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10115 ZONING BOARD OF APPEALS

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (11/5/25)	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
SERVICES											
52010	ADVERTISING	2,004	0	3,700		2,960	3,700	3,700	3,700	0	0.00%
52020	POSTAGE	103		160		0	160	160	160	0	0.00%
52050	DUES, CONF. & EDUC.	0		400		0	400	400	400	0	0.00%
	SUBTOTAL	2,107		4,260	0	2,960	4,260	4,260	4,260	0	0.00%
MATERIALS & SUPPLIES											
53010	OFFICE SUPPLIES	0		50		0	50	50	50	0	0.00%
	SUBTOTAL	0	0	50	0	0	50	50	50	0	0.00%
DEPARTMENT TOTAL		2,107	0	4,310	0	2,960	4,310	4,310	4,310	0	0.00%

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



BUDGET FUNCTION

The Zoning Board of Appeals has three primary functions, as defined in Connecticut State Statute:

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

The following proposal represents 0% increase over the approved FY 26 budget.

MEMBERS

Cathy Gonyo, Chair
Anne Darling, Vice Chair
Michele Kripps
John Morgan
William Herzfeld

ALTERNATES

Jason Kohl
Greg Gallup

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



BUDGET SUMMARY

ZONING BOARD OF APPEALS: Proposed Fiscal Year 2027

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

TOTAL	\$ 4,260

MATERIALS & SUPPLIES:	
10115-53010-101-010-15-00-53 OFFICE SUPPLIES	50

TOTAL	50

TOTAL	\$ 4,310

Advertising Line 10115-52010

\$ 3,700 Requested

The ZBA is required under the Connecticut General Statutes to advertise notice of public hearings and Board actions. The cost of each advertisement depends on the complexity of the actual applications. Average advertising costs for individual applications in the last five years ranged from \$210 to over \$400. Total annual advertising costs can vary significantly from year to year based on the number of applications the ZBA receives.

TOWN OF WATERFORD FY2027 BUDGET REQUEST Zoning Board of Appeals



Postage Line 10115-52020

\$ 160 Requested

All ZBA public hearing notices and actions are sent via certified mail to the applicants. Property owners and agents also receive these mailings. Each certified letter costs approximately \$6.75. The department has seen an increase in ZBA applications over the last several years. \$160.00 is requested, which matches the FY 26 funding request.

Dues, Conferences, Education Line 10115-52050

\$ 400 Requested

Current and new ZBA members benefit from several educational opportunities throughout the fiscal year. The State of Connecticut offers a training seminar specifically targeted to ZBA members that is held annually in the spring. The CT Association of Zoning Enforcement Officers (CAZEO) hosts monthly meetings that address relevant topics and current issues in zoning practice. State Legislation through Section 8-4c of the Connecticut General Statutes now requires that each member of the Zoning Board of Appeals complete four hours of training under the guidelines established by the State Office of Policy and Management. The annual CT Bar Association conference also typically includes sessions geared toward zoning practice and current legal matters. Access to these training opportunities helps ZBA members at all states of their service to the Town maintain an understanding of relevant zoning issues. \$400 is requested in FY27.

Office Supplies Line 10115-53010

\$50 Requested

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

**Special Meeting
MINUTES**

RECEIVED FOR RECORD
WATERFORD, CT

2025 NOV - 11 AM 21
November 5, 2025
4:00 PM

Zoning Board of Appeals
Remote Access Only

Members Present:	Chairwoman Cathy Gonyo, Michelle Kripps, John Morgan
Members Absent:	Anne Darling and William Herzfeld
Alternates Absent:	Evan Brown, Greg Gallup and Jason Kohl
Staff Present:	Mark Wujtecwicz, Planner and Katrina Kotfer, Recording Secretary

1. CALL TO ORDER AND APPOINTMENT OF ALTERNATES

Chairwoman Gonyo called the meeting to order at 4:03. No alternates were appointed.

2. APPROVAL OF MINUTES

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the minutes of the June 4, 2025 meeting as written.

VOTE: 3-0

3. NEW BUSINESS

Draft 2026 Meeting Schedule

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2026 Meeting Schedule.

VOTE: 3-0

Draft 2024/2025 ZBA Annual Report

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft 2024/2025 Annual Report.

VOTE: 3-0

Draft FY 2027 ZBA Budget

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to approve the Draft FY2027 ZBA budget.

VOTE: 3-0

New Applications

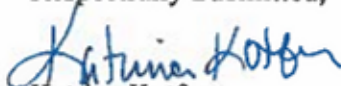
M. Wujtecwicz informed the Board that a new application including variances and a Coastal Area Management Site Plan for property located at 37 Oswegatchie Road has been received and will be scheduled for a public hearing within the statutory time frames.

4. ADJOURNMENT

MOTION: Motion made by J. Morgan, seconded by M. Kripps, to adjourn the meeting at 4:06 PM.

VOTE: 3-0

Respectfully Submitted,


Katrina Kotfer
Recording Secretary



TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10118 BUILDING DEPARTMENT

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51110	ADMINISTRATION	110,087	4	112,835		52,402	120,834	120,834	7,999	7.09%
51120	INSPECTION	123,133	-4	156,271		48,129	178,457	178,457	22,186	14.20%
51810	OVERTIME	809		1,102		751	1,102	1,102	-	0.00%
51910	FRINGE BENEFITS	0	150	375		0	500	500	125	33.33%
51920	FICA	17,157		20,671		7,561	22,981	22,981	2,310	11.18%
	SUBTOTAL	251,186	150	291,254	0	108,843	323,874	323,874	32,620	11.20%
SERVICES										
52010	ADVERTISING	1,177		3,000		553	1,800	1,800	(1,200)	-40.00%
52020	POSTAGE	586		1,000		164	1,000	1,000	-	0.00%
52030	PROFESSIONAL FEES	450	-293	10,000		0	10,000	10,000	-	0.00%
52040	SERVICE CONT. & REPAIRS	2,297	293	2,305		837	2,355	2,355	50	2.17%
52050	DUES, CONF., & EDUCATION	3,548		9,500		884	11,225	11,225	1,725	18.16%
	SUBTOTAL	8,058	0	25,805	0	2,438	26,380	26,380	575	2.23%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	483	-150	2,400		41	2,400	2,400	-	0.00%
53090	FUELS & LUBRICANTS	1,137		1,096		399	1,333	1,333	237	21.62%
	SUBTOTAL	1,620	(150)	3,496	0	440	3,733	3,733	237	6.78%
EQUIPMENT										
54060	OFFICE EQUIPMENT	3,837		960		160	1,550	1,550	590	61.46%
	SUBTOTAL	3,837	0	960	0	160	1,550	1,550	590	61.46%
	DEPARTMENT TOTAL	264,701	0	321,515	0	111,881	355,537	355,537	34,022	10.58%

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Building



BUDGET FUNCTION

The Building Department manages permitting for all building construction in Waterford and is responsible for administering and enforcing codes and ordinances to provide a reasonable level of public safety, health, general welfare and building accessibility. The Department includes the Building Official, two Assistant Building Officials and clerical staff who are located within the Permitting and Development Office. Primary functions include processing building permits, reviewing plans for compliance, conducting field inspections, evaluating buildings for occupancy, responding to emergencies, investigating tenant/landlord complaints, issuing notices of violations and orders to abate and enforcing codes. Additionally, the Building Department works with residents, contractors, design professionals, realtors, appraisers and developers to help understand the building codes and permitting process. The Building Department works closely with other permitting services, including Planning, Zoning, Ledge Light Health District and the Fire Marshal to help coordinate development projects throughout town. The Officials routinely provide inspection and support services for Town building projects and capital planning efforts.

The Building Department operates under the following codes and ordinances:

- **Connecticut State Building Code**
 - International Building Code
 - International Residential Code
 - International Energy Conservation Code
 - International Plumbing Code
 - International Mechanical Code
 - National Electrical Code
 - Accessibility Standards
- **Connecticut State Fire Safety Code**
 - International Fire Code
- **Rental Housing Code**
- **Property Maintenance Code**
- **Connecticut Demolition Code**
- **Delay of Demolition Ordinance**

The total amount requested in FY2027 is \$396,958, a 23.46% increase over FY2026. The Building Department historically generates significantly more revenue through permit fees than the department's total annual budget. In FY2025, the Department revenue was \$887,580. This number does not reflect municipal building projects for which we do not collect building permit fees. **The department's expenditures in FY2025 were \$264,701, leaving almost \$623,000 for the general fund.** The five-year average (FY2021-FY2025) in Department revenue is \$649,830.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Building**



LOOKING AHEAD

Investment into the Town through permitted projects

FY2025 realized an investment into the Town of over \$107,000,000 through permitted building projects. To date FY2026 is behind FY2025, however there are several significant projects that are projected to be permitted in the remainder of FY2026. A few of the projected projects are; Safe Futures, Walmart addition and remodel, Hobby Lobby, Dave's Hot Chicken and portions of the Crystal Mall conversion to offices for Electric Boat. These projects will likely end the year with close to an additional million dollars in construction investment for the Town.

FY2027 is anticipated to be a record year for investment into the Town with projects such as;

- Continued conversion of the former Crystal Mall to offices for Electric Boat
- New 284 unit residential apartment complex on Route 85
- New school building for LEARN at the former Southwest School property
- New building for Restaurant Depot on Waterford Parkway North
- A building conversion to office space for Sonalysts
- The new Oswegatchie Fire House on Boston Post Road
- New building for Mago Point Wine Bar
- Roberts Court multifamily off Old Norwich Road
- Potential redevelopment of Marina Bay Cottages on Rope Ferry Road.

Staffing

For at least the last 20 years, the Building Department has been staffed with a Building Official and two Assistant Building Officials. The department currently has an unfilled Assistant Building Official position. Finding and retaining qualified building officials has been a challenge. This is a well-known problem throughout the state. To address this problem, the department has recently hired an inspector-in-training who is currently enrolled in the pre-licensure training program offered by the State. When the program has been completed, the second Assistant Building Official position will be filled.

The Building Department has seen a steady year over year increase in permit volume and investment into the Town. The increase in permit applications, issued permits and associated inspections has grown to the point that the current staffing level cannot keep up with the workload.

Based on the projected record year for new development and redevelopment in FY2027, we are budgeting for 8 months of another Assistant Building Officials salary. Funding the additional position will enable the department to act quickly once we find a qualified candidate.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Building



Capital Projects - Document Scanning

The Building Department in partnership with the Planning Department (the Departments) will be undertaking a project to scan all Planning and Building related documents. It is estimated that there are over 1 million documents including large maps of various sizes, letter, legal and 11X17 sized documents between the two Departments. The Departments have consulted with several companies who specialize in scanning and document management and have received estimates to scan their documents and create a document management system. Documents will be stored in cloud based servers and be available to staff and the public through the Town's website. This project will reduce the amount of paper documents that are stored in the Town Hall basement which will have the following benefits:

- Reducing the risk of loss due to fire or flooding
- Increasing government transparency through ease of access by the public
- Reduced staff time searching for paper files

This project has been submitted as a Capital Non-Recurring project for funding in FY2028.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Building**



BUDGET SUMMARY

**Building Department
Proposed FY2027 Budget**

PERSONEL COSTS:

10118-51110-101-010-18-00-51 ADMINISTRATION	\$120,834
10118-51120-101-010-18-00-51 INSPECTION	\$178,457
10118-51810-101-010-18-00-51 OVERTIME	\$1,102
10118-51910-101-010-18-00-51 FRINGE BENEFITS	\$500
10118-51920-101-010-18-00-51 F.I.C.A.	\$22,981

Total PERSONEL COSTS	\$323,874
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SERVICES:

10118-52010-101-010-18-00-52 ADVERTISING	\$1,800
10118-52020-101-010-18-00-52 POSTAGE	\$1,000
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	\$10,000
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	\$2,355
10118-52050-101-010-18-00-52 DUES, CONFERENCES & EDUCAT	\$11,225

Total SERVICES	\$26,380
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MATERIALS & SUPPLIES:

10118-53010-101-010-18-00-53 OFFICE SUPPLIES	\$2,400
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	\$1,333

Total MATERIALS & SUPPLIES	\$3,733
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OFFICE EQUIPMENT:

10118-54060-101-010-18-00-54 OFFICE EQUIPMENT	\$1,550
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Total OFFICE EQUIPMENT	\$1,550
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TOTAL	\$355,537
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TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Building



Advertising Line 10118-52010

\$1,800 Requested

Buildings over 50 years old are subject to specific delay of demolition requirements. One of these requirements is to provide legal notice of the proposed demolition. The number of demolition applications received is difficult to predict from year to year. In FY2025, the department received 9 applications for demolition. In FY2026 we budgeted for 20 demolition notices at average cost of \$150 per advertisement. It is anticipated that FY2026 will fall short of the predicted 20 applications. The budget request of \$1,800 for FY2027 is for 12 demolition applications.

Postage Line 10118-52020

\$1,000 Requested

Postage is used to mail permits, correspondence and certified abatement orders. The Department mails notices to owners of single-family dwellings that they may pick up their house plans rather than placing an ad in the New London Day. While the Department has seen an increase in the number of permits, since the implementation of the online permitting system, the Department sends more permits and correspondence to applicants electronically which helps offset any increase in postage rates for FY2027. There is no proposed increase to the postage budget.

Professional Fees Line 10118-52030

\$10,000 Requested

This line is used to secure professional services to supplement plan review services as needed and for engineering and technical consulting services to evaluate structures as needed for safety and compliance with the Property Maintenance Code. Historically, the need for consulting services is rare and the Building Officials attempt to perform most work as part of their regular duties.

There are times, however, when specialized services such as from a structural engineer or expert in a particular trade are needed. If services are required as part of an enforcement action, the Town is generally obligated to pay these costs upfront and seek reimbursement after enforcement. The number of enforcement actions in a given year is unpredictable and the majority of enforcement issues have been resolved without requiring a third party professional. Having funds to enable third party assistance should the Building Official deem it necessary helps enforcement proceed in a timely manner.

Occasionally, there are building related emergencies that arise and the services of a structural engineer or other specialized professionals may need to be retained by the Town.

There is no proposed increase in professional fees.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: Building



Service Contracts and Repairs Line 10118-52040

\$2,355 Requested

The Building Official and Assistant Building Officials use three smartphones and three iPad tablets in the daily functions of their duties. Each phone and tablet requires a wireless plan to cover phone, text and data fees. The cost for the cell phones is \$130.20 per month (\$1563 per year) and the costs for the iPads is \$66.00 per month (\$792 per year).

Dues, Conferences and Education Line 10118-52050

\$11,225 Requested

The State of Connecticut requires building officials to attend training seminars and conferences in order to maintain licenses and certification. The New England Building Officials Association conference and The Eastern States Building Officials conference are important annual events that provide a significant portion of the ongoing training mandated by Statute. Statutes also obligate the Town to be a member of the ICC – International Code Council.

Building Officials maintain multiple certifications and organizational memberships. These include memberships to the Connecticut Building Official Association, The International Association of Electrical Inspectors, the International Code Council, and the Connecticut Association of Housing Code Enforcement Officials and South Eastern CT Building Officials Association. In FY2027 dues are anticipated to cost \$1000. Conferences, classes, and seminars are anticipated to cost \$5,125.

The Building Department maintains copies of code books and associated digital materials. New sets of materials are purchased as new codes are adopted. In FY2026 the State of Connecticut was supposed to have adopted a new code cycle. The adoption of the codes was delayed and is now scheduled for FY2027. The code books and digital material are critical for each building official to properly perform his job. The Department anticipates spending \$5,100 on these materials.

Office Supplies Line 10118-53010

\$2,400 Requested

Funds in this line are used to purchase supplies not provided by the Finance Department. Examples include specialized delay of demolition signs, enforcement placards and color cartridges for the printer. The Department uses the Town printing services for bulk printing of flyers, postcards or other large jobs, but daily color printing is still necessary. Whenever possible, staff prints in black and white to avoid unnecessary use of the color printer. The estimated cost for color ink cartridges is \$1,200. Plotter paper and toner for the large format copier is anticipated to cost \$1,200 in FY2027.

Fuels and Lubricants Line 10118-53090

\$1,333 Requested

The Building Department is responsible for three automobiles assigned to the Building Official and 2 Assistant Building Officials. The vehicles are also used by the Assessor's Office and IT employees. The

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Building



Department estimates using approximately 650 gallons of gasoline at \$2.05 per gallon. \$1,333 is requested.

Office Equipment Line 10118-54060

\$1,550.00 Requested

This line item request is for testing and inspection equipment for the Building Official and Assistant Building Officials. Some of the equipment will be replaced due to age or loss, such as flashlights, tape measures, safety glasses, hardhats, safety vests, etc. Additionally, in the event the department needs to respond to emergencies and/or natural disaster situations, we will require an "Emergency Go Bag" for each of the inspectors, complete with clipboards, safety gear, first aid kits and backup inspection equipment. This line item request also includes \$300 for a new bookcase for the Building Officials Office and \$850 for a large screen wall monitor with a mounting bracket and associated cords to perform digital plan reviews.

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Building



Building Department 5 Year History of Expenditures										
	FY2025 ORIGINAL BUDGET	FY2025 ACTUAL	FY2024 ORIGINAL BUDGET	FY2024 ACTUAL	FY2023 ORIGINAL BUDGET	FY2023 ACTUAL	FY2022 ORIGINAL BUDGET	FY2022 ACTUAL	FY2021 ORIGINAL BUDGET	FY2021 ACTUAL
BUILDING DEPARTMENT:										
PERSONEL COSTS:										
10118-51110-101-010-18-00-51 ADMINISTRATION	110,083	110,087	102,095	107,404	102,095	102,484	102,800	164,238	95,978	100,038
10118-51120-101-010-18-00-51 INSPECTION	164,787	123,133	141,174	134,448	141,174	96,265	174,832	127,937	159,207	134,209
10118-51810-101-010-18-00-51 OVERTIME	1,102	809	1,102	228	1,102	73	1,102	0	1,243	821
10118-51910-101-010-18-00-51 FRINGE BENEFITS	225	0	225	225	225	0	2,625	2,474	225	1,389
10118-51820-101-010-18-00-51 F.I.C.A.	21,112	17,157	18,895	17,819	18,895	14,784	21,494	21,370	19,634	17,332
Total PERSONEL COSTS	297,309	251,186	263,291	258,124	263,291	213,606	302,453	316,017	276,285	253,787
SERVICES:										
10118-52010-101-010-18-00-52 ADVERTISING	3,000	1,177	750	1,528	750	1,141	750	668	1,200	833
10118-52020-101-010-18-00-52 POSTAGE	1,000	588	1,000	700	1,000	869	1,000	1,233	900	948
10118-52030-101-010-18-00-52 PROFESSIONAL FEES	10,000	450	20,000	7,425	20,000	18,749	750	171	750	3,262
10118-52040-101-010-18-00-52 SERVICE CONT. AND REPAIRS	2,004	2,297	3,030	1,777	3,030	1,923	3,303	1,582	2,658	2,175
10118-52050-101-010-18-00-52 DUES, CONFERENCES & EDUCAT	5,580	3,548	5,480	3,290	5,480	7,338	5,480	2,181	5,480	1,147
Total SERVICES	21,584	8,058	30,260	14,720	30,260	30,020	11,283	5,835	10,988	8,363
MATERIALS & SUPPLIES:										
10118-53010-101-010-18-00-53 OFFICE SUPPLIES	2,400	483	2,400	832	2,400	1,204	1,400	83	850	129
10118-53090-101-010-18-00-53 FUELS AND LUBRICANTS	1,430	1,137	858	1,418	858	1,009	883	387	900	507
Total MATERIALS & SUPPLIES	3,830	1,620	3,258	2,250	3,258	2,213	2,283	470	1,750	636
OFFICE EQUIPMENT:										
10118-54080-101-010-18-00-54 OFFICE EQUIPMENT	4,000	3,837	800	778	800	0	812	115	400	0
Total OFFICE EQUIPMENT	4,000	3,837	800	778	800	0	812	115	400	0
TOTAL	326,723	264,701	297,609	275,872	297,609	246,639	316,641	322,437	289,423	262,786

TOWN OF WATERFORD

FY2027 BUDGET REQUEST

DEPARTMENT: Building



TOWN OF WATERFORD PROPOSED REVENUE BY DEPARTMENT GENERAL FUND 2026-2027 FISCAL YEAR

DEPARTMENT: Building

LINE ITEM	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 EXPECTED	2025-2026 YTD (12/17/25)	2026-2027 PROPOSED	VARIANCE
Alarm Monitoring						\$ -
Alarm Penalties						\$ -
Ambulance Subsidy						\$ -
Beach Admission Fees						\$ -
Benefit Assessments						\$ -
Bulky Waste Fees						\$ -
Conveyance Tax						\$ -
Copy Fees						\$ -
East Lyme Animal Control Fee						\$ -
Enhanced E 9-1-1						\$ -
Fines/Penalties						\$ -
Hazardous Household Waste						\$ -
Inspection Fees						\$ -
Interest/Lien Fees						\$ -
Inter-Municipal Revenues						\$ -
Miscellaneous						\$ -
Permitting/Licensing Fees	580,190	887,580	589,155	223,368	685,642	\$ 96,487
Program/Registration Fees						\$ -
Recording Fees						\$ -
Regional Communications Fees						\$ -
Rentals						\$ -
Sale of Recyclables						\$ -
State Operational Grants						\$ -
Tipping Fees						\$ -
Building Fines						\$ -
TOTALS	580,190	887,580	589,155	223,368	685,642	\$ 462,274

TOWN OF WATERFORD
PERSONNEL WORKSHEET - 18 BUILDING DEPARTMENT
2026/2027 FISCAL YEAR

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51110 - ADMINISTRATION									
4/20/2009	BUILDING OFFICIAL	40	N/A	116,145.00	\$ 1,620.61	119,048.63	\$ 1,785.73	120,834.35	9,243.83
	TOTALS			116,145.00	1,620.61	119,048.63	1,785.73	120,834.35	9,243.83
		*add longevity		117,765.61					
51120 - INSPECTION									
04/15/2024	ASST. BUILDING OFFICIAL	40	N/A	85,327.16	N/A	87,460.34	N/A	87,460.34	6,690.72
VACANT	ASST. BUILDING OFFICIAL	40	N/A	70,858.37	N/A	72,629.83	N/A	72,629.83	5,556.18
NEW FY27 - BEGIN 4/1/2027	ASST. BUILDING OFFICIAL	40	N/A	0.00	N/A	18,366.16	N/A	18,366.16	1,405.01
	TOTALS			156,185.53	0.00	178,456.33	0.00	178,456.33	13,651.91
51810 - OVERTIME				1,102.00	0.00	1,102.00	0.00	1,102.00	84.30
51910 - FRINGE/F.I.C.A.				375.00				500.00	0.00
TOTALS		FY26 FICA	\$ 21,041.57	275,053.14	1,620.61	298,606.96	1,785.73	300,892.69	22,980.04
BUDGET TOTAL W/F.I.C.A.				296,094.71				323,872.73	

WORKDAYS 2026/2027 261
WEEKS TO BUDGET 52.2

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 18 BUILDING DEPARTMENT
2026/2027 FISCAL YEAR

POSITION	CLOTHING ALLOWANCE (NON-TAXABLE)	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A.)
LINE 51910				
BUILDING OFFICIAL	\$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	\$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	\$ 125.0000	0.00	125.00	0
ASST. BUILDING OFFICIAL	\$ 125.0000	0.00	125.00	0
TOTALS - FRINGE BENEFITS			500.00	0.00
LINE 51920				

***ADDED TO FICA ON
PERSONNEL WORKSHEET

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10141 FLOOD & EROSION CONTROL BOARD

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 APPROVED BD/COMM. (11/17/25)	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS											
51210	CLERICAL/TECHNICAL	304		500		156	500	500	500	-	0.00%
51920	F.I.C.A	23		39		12	39	39	39	-	0.00%
	SUBTOTAL	327	0	539	0	168	539	539	539	-	0.00%
SERVICES											
52010	ADVERTISING	0		100		0	100	100	100	-	0.00%
52020	POSTAGE	0		25		0	25	25	25	-	0.00%
52030	PROFESSIONAL FEES	0		400		0	400	400	400	-	0.00%
52070	REIMBURSABLE EXPENSE	0		20		0	20	20	20	-	0.00%
	SUBTOTAL	0	0	545	0	0	545	545	545	-	0.00%
MATERIALS & SUPPLIES											
53020	OTHER SUPPLIES	0		25		0	20	20	20	(5)	-20.00%
	SUBTOTAL	0	0	25	0	0	20	20	20	(5)	-20.00%
	DEPARTMENT TOTAL	327	0	1,109	0	168	1,104	1,104	1,104	(5)	-0.45%

TOWN OF WATERFORD FY2027 BUDGET REQUEST

DEPARTMENT: Flood and Erosion Control Board



BUDGET FUNCTION

The Flood and Erosion Control Board's purpose is to review and recommend flood prevention, climate resilience and erosion and sediment control measures implemented within the Town. The Board is empowered by Town Ordinance 5.4.1 and Connecticut State Statutes Chapter 477.

The Flood and Erosion Control Board will continue to prioritize objectives and further projects regarding erosion and sedimentation of waterways and surrounding resources. Board members are pursuing training opportunities to enhance their knowledge base and technical skills.

In addition to regular meetings, the Flood and Erosion Control Board conducts field meetings with Town staff to acquaint members with Alewife, Jordan, Keeney, Smith, and Goshen coves and to review areas vulnerable to storm surges and increased tides identified in the Town's "Climate Change Risk Vulnerability, Risk Assessment and Adaptation Study (2017)". The Board also submits comments and recommendations to the Planning and Zoning Commission and Conservation Commission concerning flood control and erosion and sediment control requirements on development proposals during the course of the year. This budget proposal represents a 0% increase over the FY26 approved budget.

MEMBERS

Vacant
Vacant
Craig Hart, Treasurer
Stirling Danskin
Kate McKenzie

ALTERNATES

Vacant

Vacant

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST**

DEPARTMENT: Flood and Erosion Control Board



BUDGET SUMMARY

FLOOD & EROSION CONTROL BOARD: Proposed Fiscal Year 2027	
PERSONNEL:	
10141-51210 CLERICAL AND TECHNICAL	500
10141-51920 F.I.C.A	39
TOTAL PERSONNEL	539
SERVICES:	
10141-52010 ADVERTISING	100
10141-52020 POSTAGE	25
10141-52030 PROFESSIONAL FEES	400
10141-52070 REIMBURSABLE EXPENSES	20
TOTAL SERVICES	545
MATERIALS & SUPPLIES:	
10141-53020 OTHER SUPPLIES	20
TOTAL MATERIALS & SUPPLIES	20
TOTAL	1,104

Advertising Line 10141-52010

\$100 Requested

The Flood and Erosion Control Board requests a minimum sum of \$100 to be appropriated to cover the cost of advertising regarding proposed survey bids, cove monitoring, meeting notices, and any other notices deemed necessary to residents, and any unforeseen advertising required.

Postage 10141-52030

\$25 Requested

Professional Fees Line 10141-52030

\$400 Requested

The flood and Erosion Control Board requests a minimal sum of \$400 to cover the costs of any professional services deemed necessary in regard to the Board's objective as well as obtaining training for members by professional s in their related field of expertise.

TOWN OF WATERFORD FY2027 BUDGET REQUEST



DEPARTMENT: Flood and Erosion Control Board

Reimbursable Expenses Line 10141-52070

\$20 Requested

This line item is to cover any expenses incurred by Board members for travel to meetings and cover monitoring engagements.

Other Supplies 10141-53020

\$20 Requested

This line item is for the purchase of items and materials such as field books

Flood & Erosion Control Board 5 Year History of Expenditures										
	FY2025 ORIGINAL BUDGET	FY2025 ACUTAL	FY2024 ORIGINAL BUDGET	FY2024 ACUTAL	FY2023 ORIGINAL BUDGET	FY2023 ACUTAL	FY2022 ORIGINAL BUDGET	FY2022 ACUTAL	FY2021 ORIGINAL BUDGET	FY2021 ACUTAL
FLOOD & EROSION CONTROL BOARD										
PERSONNEL:										
10141-51210 CLERICAL AND TECHNICAL	500	304	760	530	760	391	760	446	760	374
10141-51920 F.I.C.A	39	23	58	41	58	30	58	34	58	29
TOTAL PERSONNEL	539	327	818	571	818	421	818	480	818	403
SERVICES:										
10141-52010 ADVERTISING	100	-	300	-	300	-	300	-	300	-
10141-52020 POSTAGE	25	-	25	-	25	-	25	-	25	-
10141-52030 PROFESSIONAL FEES	400	-	950	-	950	-	950	-	950	-
10141-52070 REIMBURSABLE EXPENSES	20	-	20	-	20	-	20	-	20	-
Total SERVICES	545	-	1,295	-	1,295	-	1,295	-	1,295	-
MATERIALS & SUPPLIES:										
10141-53020 OFFICE SUPPLIES	20	-	20	-	25	-	25	-	25	-
Total MATERIALS & SUPPLIES	20	-	20	-	25	-	25	-	25	-
TOTAL	1,104	327	2,133	571	2,138	421	2,138	480	2,138	403

**FLOOD & EROSION CONTROL BOARD
REGULAR MEETING MINUTES
November 17, 2025**

Members

Present: Kate McKenzie
Craig Hart
Stirling Danskin

1. **CALL TO ORDER.** Mr. Hart called the Flood & Erosion Control Board Regular Meeting of November 17, 2025 to order at 7:03 p.m.
2. **NEW BUSINESS.**
 - a. **Budget 2026.**

MOTION (1): Ms. McKenzie moved to approve the Flood & Erosion Control Board Operating Budget for 2026 in the amount of \$1,109.
Seconded by Mr. Danskin. (3-0) Unanimous.

3. **OLD BUSINESS**
 - a. **Annual Report.** Mr. Hart will submit the Annual Report.
 - b. **Meeting Dates for 2026.**

MOTION (2): Ms. McKenzie moved to approve the meeting dates for the Flood & Erosion Control Board for 2026, as presented. Seconded by Mr. Danskin. (3-0) Unanimous.

4. **PLANS REVIEW** No plans were received.

5. **CORRESPONDENCE.**

1. The year-to-date budget report for the Flood & Erosion Control Board, dated November 13, 2025 was received and reviewed.

6. **PAYMENT OF BILLS.** There were no new bills received.

7. **APPROVAL OF October 14, 2025 MEETING MINUTES OF THE FLOOD AND EROSION CONTROL BOARD.**

MOTION (3): Ms. McKenzie moved to approve the October 14, 2025 Meeting Minutes of the Flood & Erosion Control Board, as presented. Seconded by Mr. Danskin. (3-0) Unanimous.

8. **ADJOURNMENT.**

**MOTION (4): Mr. Hart moved to adjourn the Flood & Erosion Control Board
October 14, 2025 Regular Meeting at 7:30 p.m. Seconded by
Mr. Sterling. (3-0) Unanimous.**

Respectfully submitted,

Frances Gheri, Recording Secretary

TOWN OF WATERFORD
GENERAL FUND
2026-2027 PROPOSED BUDGET

DEPT/AGENCY: 10107 FINANCE DEPARTMENT

LINE ITEM	DESCRIPTION	2024-2025 ACTUAL EXPENDED	FY2025 TRANSFERS IN/OUT	2025-2026 RTM APPROP.	2025-2026 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/26	2026-2027 DEPT/ AGENCY REQUEST	2026-2027 BD OF SELECTMEN APPROVED	BOS Approved \$ Increase	BOS Approved % Increase
PERSONNEL COSTS										
51010	ELECTED OFFICIALS	29,986		30,361		15,181	30,741	30,741	380	1.25%
51110	ADMINISTRATION	380,176	885	389,665		191,677	399,685	399,685	10,020	2.57%
51210	CLERICAL/TECHNICAL	157,374	3,433	160,470		80,475	164,741	164,741	4,271	2.66%
51810	OVERTIME	81	-2,569	1,000		125	500	500	(500)	-50.00%
51910	FRINGE BENEFITS	2,375		2,656		0	2,656	2,656	-	0.00%
51920	F.I.C.A	39,970	-1,749	44,688		20,822	45,772	45,772	1,084	2.43%
	SUBTOTAL	609,962	0	628,840	0	308,280	644,095	644,095	15,255	2.43%
SERVICES										
52010	ADVERTISING	0		0		1,571	0	0	-	
52020	POSTAGE	4,481	401	4,080		1,892	4,350	4,350	270	6.62%
52030	PROFESSIONAL FEES	61,631	7,599	63,200		26,471	63,200	63,200	-	0.00%
52040	SERVICE CONT. & REPAIR	32,272	-7,000	39,750		59,977	40,622	40,622	872	2.19%
52050	DUES, CONF. & EDUCATION	5,124	-7,300	6,503		4,873	6,228	6,228	(275)	-4.23%
52070	REIMBURSABLE EXPENSE	85		0		0	0	0	-	
52080	TELEPHONE	21,952	4,800	18,953		9,632	22,012	22,012	3,059	16.14%
	SUBTOTAL	125,545	(1,500)	132,486	0	104,416	136,412	136,412	3,926	2.96%
MATERIALS & SUPPLIES										
53010	OFFICE SUPPLIES	25,991	1,500	23,000		18,668	25,000	25,000	2,000	8.70%
	SUBTOTAL	25,991	1,500	23,000	0	18,668	25,000	25,000	2,000	8.70%
OFFICE EQUIPMENT										
54010	OFFICE FURNITURE	0				0	0	0	-	
	SUBTOTAL	0	0	0	0	0	0	0	-	
	DEPARTMENT TOTAL	761,498	0	784,326	0	431,364	805,507	805,507	21,181	2.70%

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET FUNCTION

The Department of Finance was created by Town of Waterford Ordinance 2.12.010 to manage the centralized financial functions of the town. These functions include processing and recording financial transactions such as payroll, accounts payable, accounts receivable, disbursements, receipts and revenue.

Major responsibilities include debt management, cash management and investment funds, pension administration, central purchasing and all accounting functions including expenditure and revenue transactions.

The department also provides financial advice and recommendations to the Board of Selectmen, the Board of Finance, the Representative Town Meeting, and other town boards, commissions and departments.

Connecticut Statutes Chapter 112 (Municipal Finance) outlines state regulations pertaining to how the finance department invests, expends and reports on town finances.

Information Technology (under finance department)

On October 30, 2022, Town Ordinance 2.12.020 was amended to add the Director of Finance's management of the town's technology functions to ensure standardization, security, and functionality across town services and departments.

The Information Technology functions include:

- provide support, security, and maintenance of town-wide IT functions
- maintaining user access across multiple systems to specific resources such (i.e. email)
- analyzing and continually addressing cyber security concerns
- maintaining all town technology equipment

The department has three positions, an IT Manager, a Systems Engineer, and a PC Technician. All information technology staff, supplies, and other expenditures are budgeted under department account 10147.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



FINANCE DEPARTMENT REVIEW

FY2025 Highlights

- ✓ Began the implementation of a new Grants Management Software Program (OpenGov)
- ✓ Successfully completed the Town's annual audit without any management issues
- ✓ Waterford's Purchasing Manager was appointed to the board of PPAC (Public Purchasing Association of CT)
- ✓ Staff Continuing Education
 - Working towards certification as a Certified Civic Policy Leader (Director)
 - GFOA certification Completed (Accountant I)

By The Numbers

- Total number of Accounts Payable Checks – 4,641
- Total number of bids distributed – 24
- Total number of purchase orders opened – 722
- New Hires Payroll Setup Up – 178
- Terminations Processed - 71
- Total number of payroll checks issued
 - Average Weekly – 476 checks/direct deposits
 - Peak (Summer) Times – 553 checks/direct deposits
- Number of Competitive Grants managed – 14

Looking Ahead

The finance department is always working to increase efficiencies in our work processes, as well as, adding new ways to better support our town departments. Department goals for FY2027 include:

- Complete the Implementation of the new Grant Management System
- Implementing a new town-wide credit card processor
- Implementing a new Asset Tracking System

These new procedures will allow the finance department to maintain staffing levels while taking on additional work to continue to expand our support of town departments.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



BUDGET SUMMARY

The total FY2027 budget request is \$805,507 which is an increase of \$21,181 (2.70%) over FY2026. The primary changes are in personnel costs and professional fees.

PERSONNEL COSTS

- **51010 – ELECTED OFFICIALS**
Increase per the approved salary increase by the RTM on 12/1/25.
- **51110 – ADMINISTRATION**
Raises for GGA personnel per negotiated contract and approved salary increased by the RTM on 12/1/25.
- **51210 – CLERICAL/TECHNICAL**
Currently flat funded as personnel contract is current in negotiations.
- **51810 – OVERTIME)**
Reduced request based on historic data.
- **51910 – FRINGE BENEFITS**
Benefits provided per negotiated contracts
- **51920 – FICA**
Calculated on budgeted salaries.

SERVICES

- **52010 – ADVERTISING**
No budget requests as town now uses an on-line bidding advertising and bidding process.
- **52020 – POSTAGE**
Budget based on projected FY26 actuals.
- **52030 – PROFESSIONAL FEES**
Budget based on projected FY26 actuals.

**TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)**



- **52040 – SERVICE CONTRACTS & REPAIR**
Based on actual FY26 costs. Includes the purchase of a new asset management module from Open Gov.
- **52050 – DUES, CONFERENCES & EDUCATION**
FY27 budget request includes funding for staff training, conference attendance and education reimbursement per negotiated union contracts.
- **52070 – REIMBURSEABLE EXPENSE (no budget requested)**
- **52080 – TELEPHONE**
Request is based on FY26 projected actuals.

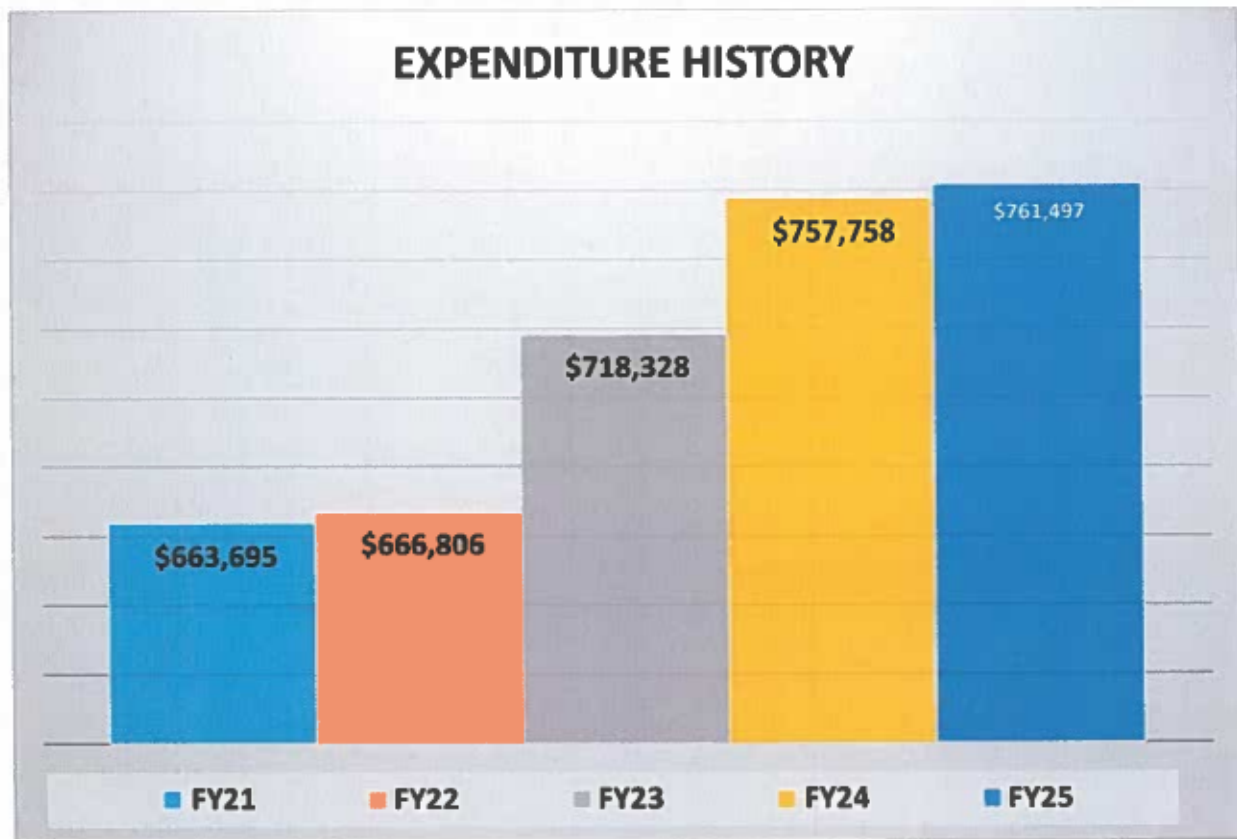
MATERIALS & SUPPLIES

- **53010 – OFFICE SUPPLIES**
There is an increase over FY26 that is based on actual town-wide expenditures. Supply costs have risen over the last year. The purchasing department has implemented volume purchasing to offset some of the increase.

TOWN OF WATERFORD
FY2027 BUDGET REQUEST
DEPARTMENT: FINANCE (10107)



EXPENDITURE HISTORY



**TOWN OF WATERFORD
PERSONNEL WORKSHEET - 07 FINANCE
2026/2027 FISCAL YEAR**

DATE OF HIRE	EMPLOYEE	HOURS WORKED/ WEEK	HOURLY RATE FY27	SALARY FY26	LONGEVITY FY26	SALARY FY27	LONGEVITY FY27	TOTAL EMPLOYEE SALARY	PAYROLL TAXES (F.I.C.A.)
LINE 51920									
51010 - ELECTED OFFICIALS									
1/6/2020	TREASURER		N/A	30,361.27	N/A	30,740.79	N/A	30,740.79	2,351.67
	TOTALS			30,361.27	0.00	30,740.79	0.00	30,740.79	2,351.67
51110 - ADMINISTRATION									
03/09/2020	FINANCE DIRECTOR	40	N/A	133,547.44	N/A	136,886.12	N/A	136,886.12	10,471.79
05/30/2000	ACCOUNTANT II	40	N/A	98,000.48	2,205.01	100,450.49	2,205.01	102,655.50	7,853.15
8/15/2022	ACCOUNTANT I	40	N/A	78,118.39	N/A	80,071.35	N/A	80,071.35	6,125.46
8/22/2022	PURCHASING AGENT	40	N/A	78,118.39	N/A	80,071.35	N/A	80,071.35	6,125.46
	TOTALS			387,784.69	2,205.01	397,479.30	2,205.01	399,684.31	30,575.85
			*add longevity	389,989.70					
51210 - CLERICAL/TECHNICAL									
10/25/2021	FINANCE COORDINATOR	35	\$ 31.2304	54,819.70	0.00	57,057.94	0.00	57,057.94	4,364.93
8/16/2023	ADMINISTRATIVE ASSISTANT	35	\$ 26.8057	46,941.66	0.00	48,974.05	0.00	48,974.05	3,746.52
03/24/2014	PRINTER	32.5	\$ 34.4582	58,458.34	250.00	58,458.34	250.00	58,708.34	4,491.19
	TOTALS			160,219.70	250.00	164,490.33	250.00	164,740.33	12,602.64
			*add longevity	160,469.70					
51810 - OVERTIME				1,000.00	0.00	1,000.00	0.00	500.00	38.25
51910 - FRINGE/F.I.C.A.				2,565.00				2,656.00	203.18
TOTALS - FINANCE		FY26 FICA	\$ 44,705.50	584,385.67	2,455.01	593,710.42	2,455.01	598,321.43	45,771.59
BUDGET TOTAL W/F.I.C.A.				629,091.17				644,093.02	

WORKDAYS
2026/2027
261

WEEKS TO BUDGET
52.2

60.

TOWN OF WATERFORD
FRINGE BENEFITS WORKSHEET - 07 FINANCE
2026/2027 FISCAL YEAR

	LINE 51910		LINE 51920	
POSITION	CLOTHING ALLOWANCE	HRA FUNDING	TOTAL FRINGE BENEFITS	PAYROLL TAXES (F.I.C.A)
ACCOUNTANT II	\$ -	\$ 2,656.00	\$ 2,656.00	\$ 203.18
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
			\$ -	
TOTALS - FRINGE BENEFITS			\$ 2,656.00	\$ 203.18

TOWN OF WATERFORD
ADVERTISING/POSTAGE - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52010	ADVERTISING	0	0	0	0	0	0.00%

ACCOUNT JUSTIFICATION

No new bids for Finance are expected.
Note that Finance has implemented a new on-line bidding process through OpenGov.

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 616.40	\$ -	\$ 153.68	\$ 114.16	\$ -

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52020	POSTAGE	4,481	4,080	881	4,350	270	6.62%

ACCOUNT JUSTIFICATION
REGULAR MAIL AND POSTAGE DUE
PERMIT - UNITED STATES POSTAL SERVICE
UPS Delivery
TOTALS

2024-2025 ACTUAL	2025-2026 APPROVED	2026-2027 PROPOSED
4,157.41	3,500.00	4,000.00
320.00	580.00	350.00
38.86	0.00	0.00
4,516.27	4,080.00	4,350.00

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 3,531.63	\$ 4,099.00	\$ 4,604.77	\$ 4,516.27	\$ 4,480.55

TOWN OF WATERFORD
PROFESSIONAL SERVICES - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52030	PROFESSIONAL SERVICES	61,631	63,200	18,318	63,200	0	0.00%

	2020-2021 ACTUAL	2021-2022 ACTUAL	2022-2023 ACTUAL	2023-2024 ACTUAL	2024-2025 ACTUAL	2025-2026 APPROVED	2026-2027 PROPOSED
ADP-PAYROLL OUTSOURCING							
TOWN PAYROLL	46,380	42,486	56,134	56,049	59,631	63,200	61,200
MISCELLANEOUS ¹	2,000	11,115	2,519	2,402	2,000	0	2,000
TOTALS	46,380	53,601	58,653	58,451	61,631	63,200	63,200

¹ Background Checks, Employee Physicals, Bond-related costs, etc.

TOWN OF WATERFORD
SERVICE CONTRACTS & REPAIRS - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52040	SERVICE CONTRACTS & REPAIRS	32,272	39,750	10,851	40,622	872	2.19%

ACCOUNT JUSTIFICATION

ASSET MGMT MODULE	OPEN GOV	5,000	One-time purchase, annual software maintenance in IT
OFFSET PRESS & PLATE MAKER	RICOH (print shop)	6,659	\$554.93/month lease
FOLDER/INSERTER MACHINE	QUADIENT (print shop)	3,417	\$854.34/quarterly lease
PRESS PREVENTIVE MAINT.	STERLING PRESS (print shop)	500	Unexpected repairs to printing press
PAPER CUTTER	RICOH (print shop)	6,561	\$546.79/monthly lease
REPAIRS TO EQUIPMENT	ESTIMATED COST OF MISC REPAIRS	500	PRINT SHOP MISCELLANEOUS REPAIRS
DOCUMENT DESTROY/DISPOSAL	INFOSHRED, LLC	480	\$40/PICKUP (ESTIMATE 12 PICKUPS)
COPIER-LEASE	XEROX (finance office)	1,920	\$160/MONTH
PRINTER SERVICES CONTRACT	CBS	10,920	INCLUDES ALL SERVICES AND SUPPLIES TOWN-WIDE PRINTERS
PHOTO COPIER- COPIES	AVERAGE OVER LAST 3 YEARS	290	ACTUAL (FY25 - \$219.45) (FY4 - \$508.45) (FY23 -\$141.80)
POSTAGE METER RENTAL	QUADIENT	4,375	\$1,093.77/quarterly lease
	TOTAL	40,622	

5-year Expenditure History

	FY21	FY22	FY23	FY24	FY25
	\$ 20,905.59	\$ 26,721.97	\$ 37,958.26	\$ 59,967.50	\$ 32,271.77

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52050	DUES, CONF & EDUCATION	5,124	6,503	3,976	6,228	(275)	-4.23%

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 2,324.00	\$ 3,773.54	\$ 5,637.89	\$ 5,808.21	\$ 5,123.99

TOWN OF WATERFORD
DUES, CONFERENCE & EDUCATION - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

DUES	
Public Purchasing Association of CT (PPAC)	Annual Dues (Purchasing Agent) 200
National GFOA Membership	Annual Dues (Director & Accountant) 380
National Institute of Governmental Procurement	Annual Dues (Purchasing Agent) 250
American Institute of Architects (AIA)	Annual Dues (Purchasing Agent) 2,200
<i>Purchasing Agent utilizes this membership for RFPs, Contracts and providing documentation for capital projects. Membership is split with Public Works Department.</i>	
Connecticut GFOA Membership	Annual Dues (Director, Accountant, Treasurer) 240
SE TCT Council of Governments	Annual Dues (Purchasing Consortium) 500
<i>The Town utilizes the consortium to procure gas, diesel, heating oil, fertilizer, recycling bins and treated rock salt. There are also a variety of other bids the consortium puts out that the Town can utilize as a member of the consortium. The cost of the membership is offset by the savings in advertising costs.</i>	
	SUBTOTAL 3,770

CONFERENCES	
CT GFOA Fall & Spring Conference	
Seminar Registration (x2)	Director Registration 280
Estimated Mileage (200 miles @ \$.70/mile x 2)	140
	SUBTOTAL 420

Miscellaneous	
CCM Annual Conference	Director 299
Staff Trainings	300
	SUBTOTAL 599

EDUCATION	
CCMO Certification Annual Continuing Education Fee	Director 75
CCPL Certification (Certified Civic Policy Leader)	Director 100
College Tuition Reimbursement per GGA Contract	Accountant I & II 1,000
	SUBTOTAL 1,175

Miscellaneous	
The New London Day (Digital Access)	
	264
	SUBTOTAL 264
	GRAND TOTAL 6,228

TOWN OF WATERFORD
REIMBURSABLE TOWN EXPENSES & TELEPHONE - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52070	REIMB TOWN EXPENSES	85	0	0	0	0	#DIV/0!

ACCOUNT JUSTIFICATION

Local and Out of Town travel for Director, Purchasing Agent and Treasurer, estimated at 70.0 cents/mile (IRS 2025 rate)

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 85.07	\$ 85.07	\$ 278.35	\$ 19.13	\$ 84.69

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
52080	TELEPHONE	21,952	18,953	5,715	22,012	3,059	16.14%

ACCOUNT JUSTIFICATION

Projected Expenditures for FY 27 based upon FY 25 Actuals.

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 14,782.94	\$ 16,564.55	\$ 17,422.05	\$ 18,953.01	\$ 21,951.70

TOWN OF WATERFORD
Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/2/24	\$1,629.50	Verizon Business	8/2/24	\$48.88	T-Mobile	8/30/24	\$42.93	\$1,721.31
FRONTIER	860-442-0553	8/30/24	\$1,629.58	Verizon Business	8/16/24	\$60.00	T-Mobile	9/9/24	\$42.93	\$1,732.51
FRONTIER	860-442-0553	9/27/24	\$1,624.21	Verizon Business	9/27/24	\$61.22	T-Mobile	10/11/24	\$42.93	\$1,728.36
FRONTIER	860-442-0553	10/25/24	\$1,627.14	Verizon Business	10/25/24	\$48.65	T-Mobile	11/22/24	\$42.76	\$1,718.55
FRONTIER	860-442-0553	12/6/24	\$1,660.36	Verizon Business	11/22/24	\$63.41	T-Mobile	12/6/24	\$42.93	\$1,766.70
FRONTIER	860-442-0553	1/3/25	\$1,666.24	Verizon Business	1/3/25	\$44.20	T-Mobile	1/17/25	\$42.93	\$1,753.37
FRONTIER	860-442-0553	1/31/25	\$1,697.67	Verizon Business	1/17/2025	42.81	T-Mobile	2/14/25	\$42.93	\$1,783.41
FRONTIER	860-442-0553	2/28/25	\$1,582.88	Verizon Business	2/28/25	\$60.64	T-Mobile	3/14/25	\$42.93	\$1,686.45
FRONTIER	860-442-0553	4/11/25	\$1,963.44	Verizon Business	3/28/25	\$116.56	T-Mobile	4/11/25	\$42.93	\$2,122.93
FRONTIER	860-442-0553	4/30/25	\$1,914.59	Verizon Business	5/9/25	\$64.93	T-Mobile	5/9/25	\$42.93	\$2,022.45
FRONTIER	860-442-0553	5/29/25	\$1,884.51	Verizon Business	5/23/25	\$52.07	T-Mobile	6/6/25	\$39.79	\$1,976.37
FRONTIER	860-442-0553	6/30/25	\$1,896.49				T-Mobile	6/30/25	\$42.80	\$1,939.29
ACTUAL - 2024/2025			\$20,776.61	Total		\$663.37	Total		\$511.72	\$21,951.70
AVERAGE MONTHLY COST			\$1,731.38			\$60.31			\$42.64	\$22,011.96
PROJECTED 2026/2027										

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	8/5/22	\$1,389.16	Verizon Business	7/15/22	\$54.95	Verizon Wireless	8/5/22	\$41.13	\$1,485.24
FRONTIER	860-442-0553	9/2/22	\$1,345.13	Verizon Business	8/19/22	\$76.47	Verizon Wireless	9/16/22	\$41.13	\$1,462.73
FRONTIER	860-442-0553	10/14/22	\$1,313.60	Verizon Business	9/30/22	\$68.86	Verizon Wireless	10/14/22	\$41.05	\$1,423.51
FRONTIER	860-442-0553	11/10/22	\$1,335.02	Verizon Business	10/28/22	\$73.62	Verizon Wireless	11/10/22	\$41.02	\$1,428.24
FRONTIER	860-442-0553	12/9/22	\$1,351.02	Verizon Business	11/23/22	\$48.26	Verizon Wireless	12/9/22	\$41.02	\$1,440.30
FRONTIER	860-442-0553	1/6/23	\$1,334.31	Verizon Business	12/23/22	\$71.54	Verizon Wireless	1/20/23	\$40.98	\$1,446.83
FRONTIER	860-442-0553	2/3/23	\$1,311.52	Verizon Business	1/20/23	\$49.07	Verizon Wireless	3/3/23	\$41.00	\$1,401.59
FRONTIER	860-442-0553	3/3/23	\$1,310.15	Verizon Business	3/3/23	\$58.81	Verizon Wireless	3/17/23	\$41.00	\$1,409.96
FRONTIER	860-442-0553	4/14/23	\$1,415.07	Verizon Business	3/17/23	\$105.16	Verizon Wireless	4/14/23	\$41.00	\$1,561.23
FRONTIER	860-442-0553	5/12/23	\$1,338.01	Verizon Business	4/28/23	\$5.99	Verizon Wireless	5/12/23	\$41.00	\$1,385.00
FRONTIER	860-442-0553	6/1/23	\$1,405.18	Verizon Business	5/26/23	\$48.07	Verizon Wireless	6/23/23	\$40.97	\$1,494.22
FRONTIER	860-442-0553	6/23/23	\$1,367.91	Verizon Business	6/23/23	\$52.90	Verizon Wireless	6/30/23	\$40.97	\$1,461.78
ACTUAL - 2022/2023			\$16,216.08	Total		\$713.70	Total		\$492.27	\$17,422.05

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/15/21	\$1,358.12	Verizon Business	7/23/21	\$83.59	Verizon Wireless	8/6/21	\$41.14	\$1,482.85
FRONTIER	860-442-0553	8/15/21	\$1,328.80	Verizon Business	8/20/21	\$70.24	Verizon Wireless	9/17/21	\$41.14	\$1,440.18
FRONTIER	860-442-0553	9/15/21	\$1,226.87	Verizon Business	10/1/21	\$69.69	Verizon Wireless	10/15/21	\$41.08	\$1,337.64
FRONTIER	860-442-0553	10/15/21	\$1,236.23	Verizon Business	10/29/21	\$95.67	Verizon Wireless	11/12/21	\$41.05	\$1,363.59
FRONTIER	860-442-0553	11/15/21	\$1,253.40	Verizon Business	11/24/21	\$83.04	Verizon Wireless	12/23/21	\$41.05	\$1,377.49
FRONTIER	860-442-0553	12/15/21	\$1,235.65	Verizon Business	12/3/21	\$78.79	Verizon Wireless	1/21/22	\$41.05	\$1,355.49
FRONTIER	860-442-0553	1/15/22	\$1,243.46	Verizon Business	2/4/22	\$19.15	Verizon Wireless	2/18/22	\$41.02	\$1,303.63
FRONTIER	860-442-0553	2/15/22	\$1,224.13	Verizon Business	3/4/22	\$81.37	Verizon Wireless	3/18/22	\$41.02	\$1,346.52
FRONTIER	860-442-0553	3/15/22	\$1,216.55	Verizon Business	4/1/22	\$70.07	Verizon Wireless	4/14/22	\$41.02	\$1,327.64
FRONTIER	860-442-0553	4/15/22	\$1,345.98	Verizon Business	4/29/22	\$81.10	Verizon Wireless	5/13/22	\$71.00	\$1,498.08
FRONTIER	860-442-0553	5/15/22	\$1,345.98	Verizon Business	5/27/22	\$68.01	Verizon Wireless	6/10/22	\$41.01	\$1,455.00
FRONTIER	860-442-0553	6/15/22	\$1,255.71	Verizon Business	6/24/22	\$64.56	Verizon Wireless	6/30/22	\$41.01	\$1,361.28
ACTUAL - 2021/2022			\$15,270.88	Total		\$865.28	Total		\$522.59	\$16,658.75

TOWN OF WATERFORD

Expenditure History

Carrier	Number	Date	Amount	Carrier	Date	Amount	Carrier	Date	Amount	Total
FRONTIER	860-442-0553	7/24/20	\$1,091.76	Verizon Business	7/29/21	\$52.93	Verizon Wireless	2/18/21	\$110.12	\$1,254.81
FRONTIER	860-442-0553	8/20/20	\$1,089.62	Verizon Business	8/17/20	\$72.31	Verizon Wireless	2/18/21	\$51.28	\$1,213.21
FRONTIER	860-442-0553	9/24/20	\$1,090.22	Verizon Business	8/28/20	\$50.51	Verizon Wireless	3/2/21	(\$27.00)	\$1,113.73
FRONTIER	860-442-0553	10/16/20	\$1,093.67	Verizon Business	9/21/20	\$96.70	Verizon Wireless	3/17/21	\$75.92	\$1,262.74
FRONTIER	860-442-0553	11/23/20	\$1,091.51	Verizon Business	10/1/20	\$51.92	Verizon Wireless	4/16/21	\$90.03	\$1,233.46
FRONTIER	860-442-0553	1/12/21	\$1,091.51	Verizon Business	10/16/20	\$87.05	Verizon Wireless	4/16/21	\$41.16	\$1,219.72
FRONTIER	860-442-0553	1/26/21	\$2,219.60	Verizon Business	11/3/20	\$51.23	Verizon Wireless	5/14/21	\$41.17	\$2,312.00
FRONTIER	860-442-0553	2/18/21	\$13.07	Verizon Business	11/17/20	\$194.33	Verizon Wireless	5/28/21	\$92.59	\$299.99
FRONTIER	860-442-0553	3/24/21	\$1,096.05	Verizon Business	12/11/20	\$51.23	Verizon Wireless	6/4/21	\$41.17	\$1,188.45
FRONTIER	860-442-0553	4/30/21	\$1,128.78	Verizon Business	1/8/21	\$77.68	Verizon Wireless	6/30/21	\$60.61	\$1,267.07
FRONTIER	860-442-0553	5/28/21	\$1,138.06	Verizon Business	1/8/21	\$51.23	Verizon Wireless	6/30/21	\$41.17	\$1,230.46
FRONTIER	860-442-0553	6/25/21	\$1,133.85	Verizon Business	2/3/21	\$50.00	Verizon Wireless			\$1,183.85
ACTUAL - 2020/2021			\$13,277.70	Total		\$887.12	Total		\$618.12	\$14,782.94

TOWN OF WATERFORD
OFFICE SUPPLIES & OFFICE EQUIPMENT - FINANCE DEPARTMENT
2026-2027 FISCAL YEAR

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
53010	OFFICE SUPPLIES	25,991	23,000	18,624	25,000	2,000	8.70%

ACCOUNT JUSTIFICATION

The Finance Department provides standard office supplies to departments. The purchasing agent purchases standard supplies to take advantage of state contract pricing. Supplies include, printer toner, envelopes, general office supplies, copier paper, AP check stock.

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ 29,329.61	\$ 24,996.32	\$ 33,407.19	\$ 21,778.95	\$ 25,991.16

LINE ITEM	ACCOUNT NAME	2024-2025 ACTUAL	2025-2026 BUDGET	2025-2026 TO DATE (10/11/25)	2026-2027 PROPOSED BUDGET	\$ INCREASE	% INCREASE
54010	FURNITURE	0	0	0	0	-	0.00%

ACCOUNT JUSTIFICATION

5-year Expenditure History				
FY21	FY22	FY23	FY24	FY25
\$ -	\$ -	\$ 2,399.05	\$ -	\$ -