

**TOWN OF WATERFORD
GENERAL FUND
2022-2023 PROPOSED BUDGET**

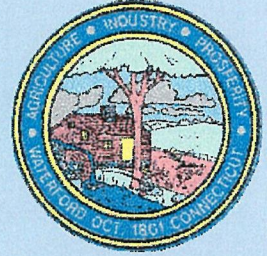
DEPT/AGENCY:

10105

BD. OF ASSESSMENT APPEALS

LINE ITEM	DESCRIPTION	2020/2021 ACTUAL EXPENDED	2021/2022 RTM APPROP.	2021/2022 ADDITIONAL/ TRANSFERS	ACTUAL EXPEND & ENCUMB AS OF 1/1/22	2022/2023 DEPT/ AGENCY REQUEST	2022/2023 APPROVED BD/COMM. (12/8/21)	Department Request \$ Increase	Department Request % Increase
PERSONNEL COSTS									
51010	ELECTED OFFICIALS	200	300			1,500	1,500	1,200	400.00%
51210	CLERICAL/TECHNICAL	371	694		74	2,117	2,117	1,423	205.04%
51810	OVERTIME		0						0.00%
51920	F.I.C.A	44	76		6	277	277	201	264.47%
SUBTOTAL		615	1,070	0	80	3,894	3,894	2,824	263.93%
SERVICES									
52010	ADVERTISING	414	350		133	500	500	150	42.86%
52020	POSTAGE	38	50		8	350	350	300	600.00%
52050	DUES, CONF., & EDUCATION		150		150	150	150	0	0.00%
SUBTOTAL		452	550	0	291	1,000	1,000	450	81.82%
DEPARTMENT TOTAL		1,067	1,620	0	371	4,894	4,894	3,274	202.10%

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
DEPARTMENT**



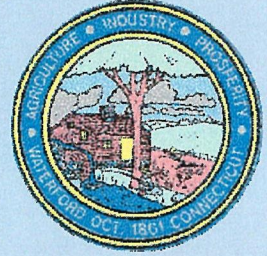
BUDGET FUNCTION

The Board of Assessment Appeals is an official municipal agency, created by Connecticut state law that is designed to serve as an appeal body for taxpayers who wish to challenge the valuation of their property or the denial of an exemption. The Board of Appeals is typically comprised of three elected members who meet twice annually to hear taxpayer appeals. Appellants may appear before the Board to appeal their current Grand List valuations for real estate, personal property or motor vehicles in the month of March and may also appear in September when the Board meets exclusively to review motor vehicle appeals.

During the year in which a revaluation takes effect the number of appeals that the Board is required to hear often increases dramatically. Due to the increased workload in a statutorily defined period of time the standard rate of compensation per board member temporarily increases to \$300 per member. Additionally, two alternate members are appointed to the Board to assist with the hearing process and increased case load.

Assessment staff provides technical support during the hearing and deliberation process and directs complex issues and questions to the Assessor for clarification to the Board. All BAA members receive a fixed stipend for their service on the board and assisting staff are compensated at the appropriate overtime rate and are scheduled based on the number of appeals the Board receives.

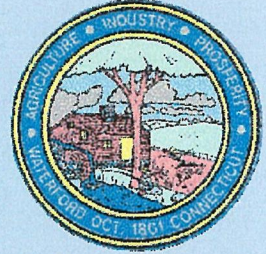
**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
DEPARTMENT**



BUDGET SUMMARY

Line Item	FY 2021 Appropriated	FY2022 Appropriated	FY 2023 Request	Change from FY 2022 (+/-) \$0
PERSONNEL COSTS				
51010 Elected Officials	300	300	1500	1200
51210 Clerical/Technical	664	694	2117	1423
51920 FICA	74	76	277	201
SUBTOTAL	1038	1070	3894	2824
SERVICES				
52010 Advertising	350	350	500	150
52020 Postage	50	50	350	300
52050 Dues, Conf. & Education	150	150	150	0
SUBTOTAL	550	550	1000	450
DEPARTMENT TOTAL	1,588	1,620	4,894	3,274

**TOWN OF WATERFORD
FY2023 BUDGET REQUEST
DEPARTMENT**



BUDGET EXPLANATIONS BY CATEGORY

Personnel Costs: Compensation for members of the Board of Assessment Appeals is fixed at \$100 per year per member except during revaluations. To account for the anticipated number of appeals in 2023 compensation will increase to \$300 per member and an additional two members will temporarily join the board as alternates. Additionally, based on the estimated number of appeals that the board may hear as a result of the 2022 revaluation, there are 60 hours of clerical time provided by the Assessor's staff at an overtime rate. The calculated FICA is included.

Budget request: **\$3894**

See the Personnel/Fringe Benefit Spreadsheet for calculations.

Services: Accounts 52010-52050: Encompassing all necessary operating costs, including statutorily required legal ads and filing notifications, related postage costs, and provisions for Board Member and staff training in assessment appeals.

Budget Request: **\$500**

- **10105-52010 – Advertising Request \$500**

Includes required annual publication notifying taxpayers of Board of Assessment Appeals Hearing dates and appeals procedures. Required notices are published in *The Day* newspaper and posted on the Town's website twice annually. Advertising costs incurred in FY21 = **\$414**; FY22 = **\$133 to date**. March 2022 legal ad estimated at **\$280**. Additional hearing dates and times will require a larger notice publication in 2023.

Advertising Breakdown:

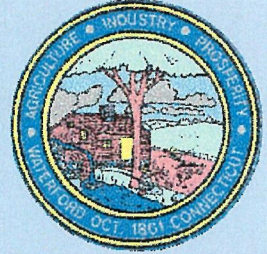
March 2023 Legal Ad:	\$350
September Legal Ad:	<u>\$150</u>
	\$500

- **10105-52020 – Postage Request \$350**

Postage estimate is based on approximately 600 mailings at the standard rate and includes an original hearing appointment notification to each appellant and a statutorily required post hearing action notice to each appellant containing appeal results and the process to pursue their appeal in Superior Court if aggrieved.

Postage costs incurred in FY21=**\$37.71**. FY22 anticipated total cost **\$50**.

TOWN OF WATERFORD FY2023 BUDGET REQUEST DEPARTMENT



- **10105-52050 – Dues, Conf. & Education Request \$150**

Education cost represents an allowance for BAA training which is made available to all board members by the state's Office of Policy and Management in conjunction with the Connecticut Association of Assessing Officers. The current cost for the BAA course is \$50/per person. Dues, Conf. & Education Fees incurred in FY 21: **\$0** FY22: **\$150** – one new BAA member, new staff member and the Assessor in attendance. In FY23 the new Assistant Assessor and two alternate BAA members should be in attendance.

**TOWN OF WATERFORD
PERSONNEL WORKSHEET - BOARD OF ASSESSMENT APPEALS
2022-2023 FISCAL YEAR**

LINE 51920

[illegible]**WORKDAYS**

2022/2023

WEEKS TO BUDGET

261

52.2

Board of Assessment Appeals
15 Rope Ferry Road
Waterford, CT 06385



Phone: (860) 444-5820
Fax: (860) 444-5819

Board of Assessment Appeals
Special Meeting Minutes

Date: Wednesday, December 8, 2021 **Time:** 11:30pm – 12:00pm **Place:** Assessor's Office

Board Members Present: Marilyn Lusher, Chair, Lee Couture, Mike Buscetto

Board Members Absent: None

Staff Present: Paige Walton, Assessor, Kelcie Sullivan, Secretary

The Board of Assessment Appeals met on Wednesday, December 8, 2021. The meeting was called to order at 11:30am.

Approved budget of \$4,894 for fiscal year 2023

- One - time increase in the annual pay per member from \$100 to \$300
- Salary provisions for 2 alternate board members
- \$150 increase for advertising
- \$300 increase for postage

There being no further business, the meeting was adjourned at 12:00pm

Respectfully Submitted,

Kelcie Sullivan
Secretary

Pay
To

Town of Waterford, CT 06385

PAGE: 1 OF 1

CHECK NUMBER:

00306852

INVOICE DATE	INVOICE NUMBER	DESCRIPTION	INVOICE AMOUNT
11/23/2021	BOAA WORKSHOP	P. WALTON, K. SULLIVAN & L. COUTURE REGISTRATION GL#10105 - 52050	\$150.00

COPY

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
69	CAAO, INC	306852	11/24/2021	\$150.00

DO NOT ACCEPT UNLESS THIS CHECK IS PRINTED WITH A COLOR BACKGROUND, CONTAINS A VOID PANTOGRAPH, MICROPRINTING FACE AND BACK, UV FIBERS AND A WATERMARK ON THE REVERSE SIDE



Town of Waterford

Accounts Payable

15 Rope Ferry Rd.

Waterford, CT 06385

(860) 444-5842 Fax: (860) 440-0579

Peoples Bank
Bridgeport, CT
51-7218/2211

Vendor
Number
69

Check
Date
11/24/2021

Check
Number
306852

VOID 180 DAYS FROM DATE OF ISSUE

\$150.00

One Hundred Fifty Dollars and 00 Cents

Pay
To the
Order Of

CAAO, INC
TOWN OF WOLCOTT
PAM DEZIEL
10 KENEA AVE
WOLCOTT, CT 06716-0000



[Signature]

Treasurer

[Signature]

MP

⑈00306852⑈ ⑆221172186⑆ 1377000058⑈

Board of Assessment Appeals Workshop Registration

Bristol City Hall
111 North Main St
Bristol, CT 06010

Tuesday November 30th 2021 +
Snow date Tuesday December 14th 2021

Name: Paige Walton CCMA # 1461 (If Applicable)

Day Phone #: 860-444-5820

E-mail: pwalton@waterfordct.org
(print clearly or type)

Required to participate - Email address you will be using for the Zoom Virtual Workshop

Municipality: Town of Waterford

Address: 15 Rope Ferry Rd., Waterford, CT 06385

Payment: \$50.00 Check payable to: CAAO

APPROVED

Mail Registration and payment to:

VENDOR# #69

PO# FY 2022

CLOSE PO Y N

ACCOUNT # 10105-52050

AMOUNT \$ 150.00

SIGN PW

DATE 11-23-21

Susan Couture

Assessor's Office

111 North Main St, Bristol, CT 06010

☐ I will attend the session in person

☒ I will attend the session via zoom link (email address must be provided above)

Board of Assessment Appeals Workshop Registration

Bristol City Hall
111 North Main St
Bristol, CT 06010

Tuesday November 30th 2021
Snow date Tuesday December 14th 2021

Name: Lee Couture CCMA # _____ (If Applicable)

Day Phone #: 860-389-0151

E-mail: lee.couture@snet.net
(print clearly or type)

Required to participate - Email address you will be using for the Zoom Virtual Workshop

Municipality: Town of Waterford

Address: 12 Woodsea Pl., Waterford, CT 06385

Payment: \$50.00 Check payable to: CAAO

Mail Registration and payment to:

Susan Couture
Assessor's Office
111 North Main St, Bristol, CT 06010

☐ I will attend the session in person

☒ I will attend the session via zoom link (email address must be provided above)

Board of Assessment Appeals Workshop Registration

Bristol City Hall
111 North Main St
Bristol, CT 06010

Tuesday November 30th 2021
Snow date Tuesday December 14th 2021

Name: Kelcie Sullivan CCMA # _____ (if Applicable)

Day Phone #: 860-444-5820

E-mail: kasullivan@waterfordct.org
(print clearly or type)

Required to participate - Email address you will be using for the Zoom Virtual Workshop

Municipality: Town of Waterford

Address: 15 Rope Ferry Rd, Waterford, CT 06385

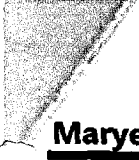
Payment: \$50.00 Check payable to: CAAO

Mail Registration and payment to:

Susan Couture
Assessor's Office
111 North Main St, Bristol, CT 06010

☐ I will attend the session in person

☒ I will attend the session via zoom link (email address must be provided above)



Maryellen McConnell

From: Cindy Dupointe
Sent: Tuesday, November 23, 2021 2:20 PM
To: Maryellen McConnell
Subject: FW: CAAO INFOLINE: BAA Workshop

Hi

I spoke with Rob about the email below, he approved payment for the training for all 3.

Cindy Dupointe, LMSW
Executive Assistant to the First Selectman
Waterford Town Hall
15 Rope Ferry Road
Waterford, CT 06385
cdupointe@waterfordct.org
Phone: 860-444-5834
Fax: 860-444-0273



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From: Paige Walton
Sent: Tuesday, November 23, 2021 2:04 PM
To: Cindy Dupointe <cdupointe@waterfordct.org>
Subject: FW: CAAO INFOLINE: BAA Workshop

The CAAO sponsors a workshop each year for new BAA members, assessment staff and Assessors who work closely with the Board of Assessment Appeals.

This year we have one new office staff member, Kelcie, who will be acting as the Board's secretary and admin, and a newly elected BAA member, Lee Couture.

Because the board is tasked with specific authorities to change assessments, list additional, omitted assessments and overturn exemption determinations, members and staff should be fully trained on all pertinent statutes and functions of the Board. As well, since the Assessor acts as the technical advisor to the board, he/she should periodically sit through a BAA refresher course to remain abreast of any changes to statutes or procedure.

Additionally next year is a revaluation year which will likely result in a marked increase in appeals to the Board for the March/April 2023 session. I anticipate that 2 BAA alternatives will be assisting the board in 2023 and the new Assistant Assessor will also have joined the office staff so that between this year and next all new BAA members and staff who

assist the board should have attended a BAA workshop. The current BAA chair, Marilyn Lusher and member Mike Buscetto have attended workshops in the past.

\$150 is budgeted each year for Board of Assessment Appeals education.

Please let me know if you need any further information.

~Paige

From: Labarbera, Larry [mailto:labarbera@townofwindsorct.com]
Sent: Tuesday, November 16, 2021 11:24 AM
To: CAAO Hotline (caao-hotline@caao.com) <caao-hotline@caao.com>
Subject: CAAO INFOLINE: BAA Workshop

CAUTION: This email originated from outside of the organization.

Do not click links or open attachments unless you recognize the sender's email address and know the content is safe.

Board of Assessment Appeals Workshop

Bristol City Hall
City Council Chambers 1st floor
111 North Main St.
Bristol, CT 06010

Tuesday, November 30th, 2021

6:00 pm to 9:00 pm

Virtual - zoom link (if requested)

Instructor: Brian Smith, CCMA II

3 hours Continuing Education Credit

Workshop Cost \$50.00

[Click here for complete details and Registration Form](#)



THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER	BILLING PERIOD
D93229	WATERFORD - TOWN OF/ ASSESSORS	01/01/21-01/31/21

Client	PAGE NUMBER	DUE DATE
	Page 1 of 1	2/28/21
CURRENT	OVER 30 DAYS	60 AND OVER
\$257.85	\$0.00	\$0.00
		TOTAL DUE
		\$257.85

WATERFORD - TOWN OF/ ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385

Is your digital marketing really
working? For a FREE
comprehensive digital audit call
Jim Schiavone at 860-701-4333
today!

CHECK NUMBER
AMOUNT PAID

FILE COPY

THANK YOU FOR YOUR BUSINESS!
PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE #/ PO #	SIZE/LINES or QTY	GROSS AMOUNT	OTHER	NET AMOUNT
01/31/21	Previous Balance						\$0.00
	885679 TOWN OF WATERFORD BOARD	DAY DL DWS	000855679	3 Col X 23 Lines			\$257.85

APPROVED

VENDOR# 157

PO# FY 2021

CLOSE PO Y N X

ACCOUNT # 10105-52010

AMOUNT \$257.85

SIGN [Signature]

DATE 02/05/2021

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax
Advertising Fax
Classified Fax

860-437-7504
860-437-8780
860-442-5443

BILLING PERIOD	ACCOUNT NUMBER	CUSTOMER/CLIENT	
01/01/21-01/31/21	D93229	WATERFORD - TOWN OF/ ASSESSORS	

CURRENT DUE	OVER 30 DAYS	60 AND OVER	TOTAL DUE
\$257.85	\$0.00	\$0.00	\$257.85

Payment Terms - Net End of Month

A FINANCE CHARGE OF 1.5% PER MONTH

ON ACCOUNTS NOT PAID WITHIN THE MONTH FOLLOWING PUBLICATION



THE DAY PUBLISHING COMPANY
PO BOX 1231
47 EUGENE O'NEILL DRIVE
NEW LONDON, CT 06320-1231

ACCOUNT NUMBER	CUSTOMER		BILLING PERIOD
D93229	WATERFORD - TOWN OF/ ASSESSORS		08/01/21-08/31/21
CLIENT		PAGE NUMBER	DUE DATE
		Page 1 of 1	
Current	Over 30 Days	Over 60 Days	Total Balance
\$133.10	\$0.00	\$0.00	\$133.10

WATERFORD - TOWN OF/ ASSESSORS
15 ROPE FERRY RD
WATERFORD, CT 06385
United States

**MAKE CHECKS PAYABLE
TO DAY PUBLISHING
COMPANY**
Include your account # /
order # on your check
remittance

STATEMENT NUMBER
38
CHECK NUMBER
AMOUNT PAID

PLEASE RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	DESCRIPTION	PUBLICATIONS	REFERENCE # PO #	SIZE/LINES OR QTY	NET AMOUNT
08/08/21	Previous Balance				\$0.00
	Waterford- notice	CPNW, DAY, DCW	d01007617	2 col X 13 Lines	\$133.10

Day Credit Department
Community Classifieds - Toll Free
Day Publishing Company - Toll
Free

860-701-4204
800-582-8296
800-542-3354

Accounting Fax 860-437-7504
Advertising Fax 860-437-8780
Classified Fax 860-442-5443

Billing Period	Account Number	Customer	
08/01/21-08/31/21	D93229	WATERFORD - TOWN OF/ ASSESSORS	
Current Due	Over 30 Days	Over 60 Days	Total Balance
\$133.10	\$0.00	\$0.00	\$133.10

APPROVED

VENDOR# 157

PO# FY 2022

SEE PO Y N

AMOUNT # 10105-52010

AMOUNT \$133.10

SIN 8

DATE 9/9/21

LEGAL

TOWN OF WATERFORD

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals will conduct hearings for the 2020 Motor Vehicle Grand List on the date and time listed below. Applications for appeal must be submitted in writing and filed with the Assessor's office by August 30th, 2021. Hearings are by appointment only. Applications may be accessed on the town's website and are also available in the Assessor's office Monday through Friday between the hours of 8:00 am and 4:00 pm. Meeting date and time schedule is as follows:

Thursday, September 2, 2021 5:00 pm – 6:30 pm

Location: Assessor's Office 15 Rope Ferry Road, Waterford

RECEIVED
TOWN OF WATERFORD
2021 AUG -5 AM 11:35
TOWN CLERK

LEGAL

TOWN OF WATERFORD

BOARD OF ASSESSMENT APPEALS

The Board of Assessment Appeals will conduct hearings for the 2020 Grand List on the dates and times listed below. Applications for appeal must be submitted in writing and filed with the Assessor's office by February 20th, 2021. Hearings are by appointment only. Applications may be requested by contacting the Assessor's Office at (860) 444-5820 and are also available online at <https://www.waterfordct.org/board-of-assessment-appeals>. Meeting date and time schedule is as follows:

Monday March 1, 2021	4:00 pm – 7:00 pm
Tuesday March 2, 2021	4:00 pm – 7:00 pm
Tuesday March 9, 2021	4:00 pm – 7:00 pm
Wednesday March 10, 2021	4:00 pm – 7:00 pm

Location: ZOOM Remote Access Only

2021 MAR 10 PM 4:58

Paige Walton

From: Paige Walton
Sent: Thursday, August 5, 2021 10:31 AM
To: 'legal'
Subject: Waterford Board of Assessment Appeals legal ad
Attachments: 20GL BAA Legal Ad - MV.pdf

Good Morning,

Attached please find a legal ad for the Waterford Board of Assessment Appeals September motor vehicle session. I would like the ad to run in The Day as soon as possible.

Please let me know if there are any questions.

Thank you,

Paige S. Walton, CCMA II
Assessor
Town of Waterford
(860) 444-5822
pw Walton@waterfordct.org

Paige Walton

From: Paige Walton
Sent: Friday, January 29, 2021 1:19 PM
To: legal
Subject: RE: Waterford BAA ad

Great!

Thank you,

Paige S. Walton, CCMA II
Assessor
Town of Waterford
(860) 444-5822
pwalton@waterfordct.org

From: legal <legal@theday.com>
Sent: Friday, January 29, 2021 1:03 PM
To: Paige Walton <pwalton@waterfordct.org>
Subject: RE: Waterford BAA ad

**CAUTION: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender's email address and know the
content is safe.**

Good afternoon Paige .. your notice will be in this Sundays paper 1/31.

Thank you and have a nice weekend

Matt Suraci

Classified & Legal Account Executive
860-701-4410
Direct: m.suraci@theday.com
Legals: legal@theday.com
The Day Publishing Company
47 Eugene O'Neill Drive, PO Box 1231
New London, CT 06320
www.theday.com

From: Paige Walton <pwalton@waterfordct.org>
Sent: Friday, January 29, 2021 12:49 PM
To: legal <legal@theday.com>
Subject: Waterford BAA ad

Monthly Postage
Assessor's Office

Assessor's Office FY21 Postage	Metered Mail	# Items	BAA FY 21 Postage	Metered Mail	# Items
Jul-20	93.55	174		0	0
Aug-20	14.50	29		0	0
Sep-20	0.00	0		0	0
Oct-20	20.60	38		0	0
Nov-20	31.00	57		0	0
Dec-20	9.50	19		0	0
Jan-21	542.88	2331		1.5	3
Feb-21	336.78	658		19.38	38
Mar-21	192.16	376		16.83	33
Apr-21	8.16	16		0	0
May-21	9.07	17		0	0
Jun-21	28.08	53		0	0
Total Postage	\$ 1,286.28	3768		\$ 37.71	74
FY 22 Postage					
Jul-21	16.21	30		0	0
Aug-21	9.56	18		0	0
Sep-21	28.62	53		0	0
Oct-21	33.32	60		8.25	15
Nov-21	50.50	92		0	0
Total Postage	\$ 138.21	253		\$ 8.25	15